Private Well Testing Act Program

Electronic Environmental (E2) Reporting Manual

Bureau of Safe Drinking Water

New Jersey Department of Environmental Protection

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NOTE TO READER

The instructions provided in this electronic Data Reporting Manual presume that users have a basic working knowledge of computers and Windows 2000 or higher. In addition, users should also have a thorough working knowledge of their own software and the application(s) that will be used to prepare their data for submittal to the Private Well Testing Act Program. The PWTA Program suggests that, for basic computer and/or software training, the users contact their computer/software vendor, software or Internet help lines or their local library or community college.

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1.0 Summary: The New Jersey Private Well Testing Act & Rules

The following summaries of the Private Well Testing Act (PWTA) and the Private Well Testing Act Rule are meant to provide the reader with a limited understanding of the provisions and requirements of the New Jersey Private Well Testing Act Program. For a complete reading of the Act and related rules, please see the listed resources and website locations at the end of this chapter. The rules were adopted and published in the New Jersey Register on September 16th, 2002.

Summary of the New Jersey Private Well Testing Act

The Private Well Testing Act (Act) was signed into law on March 23, 2001. A copy of the PWTA is available online at *http://www.njleg.state.nj.us/2000/Bills/PL01/40.HTM*. Although some parts of the Act became effective immediately, the testing requirements of this Act were delayed until 540 days after the signing date. Effective **September 14, 2002,** certain real estate transactions involving properties with *private wells* and *some public wells* will require testing of the water supply. In addition, the PWTA requires the Buyer and Seller (or in some cases Lessor and Lessee) to be notified of the test results. The required parameters for testing are listed in the Act and supplemented by the regulations. **Once testing is completed, the certified laboratory must submit the test results to the New Jersey Department of Environmental Protection (NJDEP) within five business days.**

The types of sales covered by the Act involve real property where the potable water supply is a private well located on that property; or other real property where the potable water supply is a well that has less than 15 service connections or that does not regularly serve an average of 25 people daily at least 60 days out of the year. The closing of title may not take place on these types of properties until testing of the water supply has taken place, and until both the buyer and seller have received and reviewed a copy of the test results. Buyer and Seller must both certify in writing at closing that they have received and reviewed the test results. The buyer and seller will determine who pays for the water test as well as what actions, if any, will occur if the test indicates a failure for any parameter. This new law functions more as a “notice” type of provision.

The Act also applies to certain lessors and lessees in New Jersey. The Lessor of real property where the water supply is a private well for which testing of the water is not required pursuant to any other State law, must also have the water tested for the required parameters. Lessors are required to complete testing by March 2004 and thereafter at least once every five years. The Lessor is required to provide a copy of new test results to each rental unit within 30 days of receiving those results. Any new Lessee of a rental unit is to be provided by the Lessor with a written copy of the most recent test results. This section of the Act, N.J.S.A. 58:12A-32, serves mainly as a notice to lessees.

The Act specifies that the well samples must be analyzed by a New Jersey certified laboratory for the following parameters: **bacteria (total coliform), nitrate, iron, manganese, pH, lead, and all volatile organic compounds** for which maximum

contaminant levels (MCLs) have been established according to state law. In addition, the Act states that testing shall include a **short term 48-hour gross alpha test** to screen for the presence of radium, provided that the NJDEP determines that there are a sufficient number of laboratories certified to perform this test. The NJDEP has the authority to limit the areas required to perform radium testing based upon the availability of certified laboratories and cost of analysis.

In accordance with the Private Well Testing Act, the NJDEP has adopted rules which:

- Require testing (N.J.A.C. 7:9E) for those specifically named parameters in the Act AND included additional parameters to test for, such as, fecal coliform or E. coli, mercury and arsenic. (N.J.A.C. 7:9E is available online at www.state.nj.us/dep/pwta) Mercury and arsenic are required to be tested only in specified NJ counties (See Appendix 15);
- Developed a protocol for testing for gross alpha using a new method called the 48-Hour Rapid Gross Alpha Test. Refer to the companion rule proposal, Regulations Governing the Certification of Laboratories and Environmental Measurements (N.J.A.C.7:18) appearing in the New Jersey Register September 16th, 2002 ;
- Developed a timeframe for the length of time the data remains valid before re-testing is required;
- Developed a standardized *Private Well Water Test Reporting Form* for laboratories to use to convey well test results to their clients. This most recent version of the form is available on the NJDEP's PWTA website: www.state.nj.us/dep/pwta

Further, the NJDEP conducts the following activities:

- Receives test results electronically from laboratories;
- Within 5 business days of receiving a report of water test failure, provides the appropriate local health authority with notice of same;
- Conducts a public information and education program regarding this Act;
- Evaluates the data from the test results to conduct groundwater and contamination studies;
- Provides a general compilation of water test result data arranged by municipality, county, etc.

Also under this Act, health authorities may (but are not required to) notify property owners within the vicinity of people who receive a failing test result for one or more of the parameters. However, because these individual tests are considered **confidential**, the exact location cannot be identified. The health authority's notice would recommend testing for the parameter(s) at issue. This Act and its implementation will most likely result in increased public awareness of the desirability of testing private drinking water wells.

Summary of the New Jersey Private Well Testing Act Rules

The Private Well Testing Act Regulations (N.J.A.C. 7:9E) were adopted on September 16th, 2002. The final rules are found on the NJDEP PWTA website: www.state.nj.us/dep/pwta. The regulations require wells subject to the Act to be

analyzed for those parameters listed in the Act by a New Jersey certified laboratory certified in drinking water methods. The rules require laboratories to submit test results including additional pertinent information, to the NJDEP electronically within five business days after completion of the analyses.

The well sample may be collected by an employee of the certified laboratory or by the laboratory's authorized representative. In addition, the individual who analyzes for pH in the field must be certified, in accordance with N.J.A.C. 7:18-8, for analyze immediately parameters which include pH. As part of the electronic submission to the NJDEP, the X, Y coordinate location of the well must be determined using the Global Positioning System (GPS) in accordance with NJDEP standards N.J.A.C. 7:1D. The PWTA rules do not limit who may collect these coordinates provided the NJDEP standards are met.

Well water samples must be collected from an untreated (raw), cold, non-aerated spigot or tap. If a treatment device is on the spigot or tap, the device must be disabled before a sample is collected or collected from a spigot or tap where a treatment device is not present. If the treatment device is on the plumbing entering the house (e.g. POET) and cannot be disabled, the well water sample shall be collected from a location outside the house or dwelling and must represent untreated water. Treated samples do not meet the requirements of N.J.A.C. 7:9E and therefore, are not considered to be in compliance with the PWTA rules.

When collecting the well sample for lead, a **flushed** sample must be collected by running the water through the plumbing first for at least two minutes. This is done so that the analysis represents the raw (untreated) water quality of the well and does not represent lead leached from the plumbing system of the house or dwelling.

The requirement in the rules to analyze for mercury, arsenic, and gross alpha particle activity varies depending upon the county where the property containing the well is located (See Appendix 15). In addition, the requirement to analyze for gross alpha particle activity is being phased-in over time beginning in March 2003, and is also based on the county location of the property (See Appendix 15). Cumberland and Gloucester counties are the first counties subject to performing gross alpha testing.

Once the analyses are complete, one laboratory (known as the reporting laboratory) has five business days to provide the analytical results to their client on a standardized form (*Private Well Water Test Reporting Form*) developed by the NJDEP. This most recent version of this form is available on the NJDEP PWTA website: ***www.state.nj.us/dep/pwta***. In addition, also within the five business days, the reporting laboratory must also electronically submit the analytical results as *one complete analytical package* to the NJDEP. This manual describes how the reporting laboratory transmits the data to the NJDEP.

The NJDEP will forward all well test results to the appropriate local health authority within five business days of electronically receiving the results from the reporting laboratory. A well test failure is defined as any result that exceeds a primary or secondary safe drinking water standard. Laboratories are required to notify directly the local health authority of well test failures for acute parameters, nitrate and coliform.

Local health authorities may choose to issue notification to surrounding homeowners to sample for the parameter(s) of concern. All individual well results submitted in compliance with the PWTA must be kept confidential by state and local government entities. Only compilations of the data will be made available to the general public as part of public outreach efforts by the NJDEP.

Resources:

For a copy of the NJ Private Well Testing Act, N.J.S.A. 58:12A-26 et seq: *http://www.njleg.state.nj.us/2000/Bills/PL01/40.HTM*.

For a copy of the NJ Private Well Testing Act Rule, N.J.A.C. 9:E: *http://www.state.nj.us/dep/pwta*

For a copy of the revisions to the Regulations Governing the Certification of Laboratories and Environmental Measurements, N.J.A.C.7:18: ***http://www.state.nj.us/dep/pwta***

2.0 Introduction: A New PWTA Electronic Data System

The NJDEP's Bureau of Safe Drinking Water-Private Well Testing Act (PWTA) Program provides this manual to furnish assistance to certified PWTA reporting laboratories on how to submit data to the NJDEP electronically. The NJDEP is pleased to inform you that we have an entirely new database delivery and management system. The new system consists of two applications working together to receive, validate, and store electronic PWTA data. The "front end" application is a new web based electronic data delivery system called the Electronic Environment (E2) Reporting System to facilitate ***submitting*** your PWTA data to the NJDEP. This manual will explain in detail how certified laboratories will utilize the E2 reporting system to submit PWTA sample data to the NJDEP in a new electronic format. In addition, the NJDEP has also designed and developed an entirely new "backend" database management system in conjunction with E2 known as Compass to ***store*** the submitted PWTA data. The NJDEP will use Compass to permanently store all PWTA sample results, run additional validations on PWTA data, and construct various reports and queries on the data. This new manual is designed to make it easier to understand how to submit your electronic data to the NJDEP and how the data is validated and incorporated into our new database management system. This new data management system will be used to help the PWTA Program make more informed decisions about regional and statewide water quality issues, improve our ability to review your data more quickly and accurately, and to communicate this data to health officials more effectively.

Requirements for electronic data are included in the Private Well Testing regulations which are part of the *New Jersey Administrative Code* (N.J.A.C. 7:9E). The regulations require that results from the analysis of private well water samples be provided to the NJDEP in an electronic format. The NJDEP and its software vendor developed a new and improved electronic data entry and reporting system to ensure that laboratories enter data results that comply with the requirements of the PWTA law. Under the E2 application of the new PWTA database system, reporting laboratories will have three options to **generate** the data in an acceptable format and then submit it to the NJDEP electronically. They include the new online entry form, Excel spreadsheet template, or uploading a data file in the new XML file format directly into the system. Each one of these methods will be described in detail in this manual. As required in the previous data format, the GPS coordinate location of every well will be determined in accordance with NJDEP standards and be submitted in State Plane Survey Feet. In this way, accurate coordinate information can be entered into our data management system that will be accessible through the NJDEP's GIS System for data sharing and evaluation.

2.1 The New PWTA XML Format

All analytical data submitted from the laboratory for the purposes of complying with the Private Well Testing Regulations must be received electronically by the NJDEP. The new PWTA data format uses a schema based on the eXtensible Markup Language (XML) format. An XML schema is a format that defines the data elements, required fields, order, and data types in an XML file. General information regarding specifications, syntax, guidelines and programming recommendations about XML

schema can be found on the World Wide Web Consortium (W3C) at: http://www.w3c.org/XML/Schema

The NJDEP chose to use the XML file format because it represents a powerful, flexible, and standardized format in today's computer industry. The XML schema defines the relationship of the data element names, order, required fields, data types for all elements, and the XML files provide the actual data in the manner requested by the schema file. In order to submit data electronically, it is absolutely essential that the XML schema file outlined in this manual is strictly adhered to.

2.2 The E2 Electronic Delivery System

The New Jersey Electronic Environmental (E2) reporting system is a web based system that allows reporting laboratories to submit various reports to the NJDEP. The main screen of the E2 system in illustrated in Figure 2.1. Laboratories can access the E2 system at minimal costs using existing Internet access. The system provides reporting laboratories with the following capabilities:

- Ability to submit original or revised laboratory reports. E2 allows laboratories to either create submission files online, create submission files using an Excel spreadsheet template, or upload XML submission files created from a programmed LIMS (using a DEP provided XML Schema).

- Ability to view validation results online. All report submissions can be quickly validated to verify that they meet minimum reporting criteria. Meaningful validation messages help pinpoint reporting errors so they can be corrected and resubmitted.

- Ability to save incomplete reports. If a laboratory representative does not finish filling out a report in one session, they can save the report and resume filling it out at a later time. DEP will not review incomplete reports. The laboratory representative must submit the completed report in order for the data to be processed by the E2 system.

- Ability to view and print previously submitted reports. All submissions made through the E2 reporting system are saved for later retrieval.

- Ability to monitor the status of all submissions. Users can log into the system to see the current processing status of all submissions (Pending, Processed, Resubmitted, Rejected). Users also receive an email notification upon receipt of the sample data. In addition, program specific processing statuses can also be tracked.

In essence, the E2 system serves as an electronic filing cabinet, allowing laboratories to manage their own reporting to NJDEP and monitor the status of past report submissions.

In order to provide sufficient security for all submitted information, access to the E2 system is restricted in the following ways:

- Any person that wants to have any access to the E2 system must have an authorized NJDEP Online account.
- Any person that wants to submit reports for a particular laboratory must request and be granted an association with their laboratory.
- Any person that wishes to certify laboratory results must fill out an Electronic Signature Agreement to obtain a Personal Identification Number (PIN).

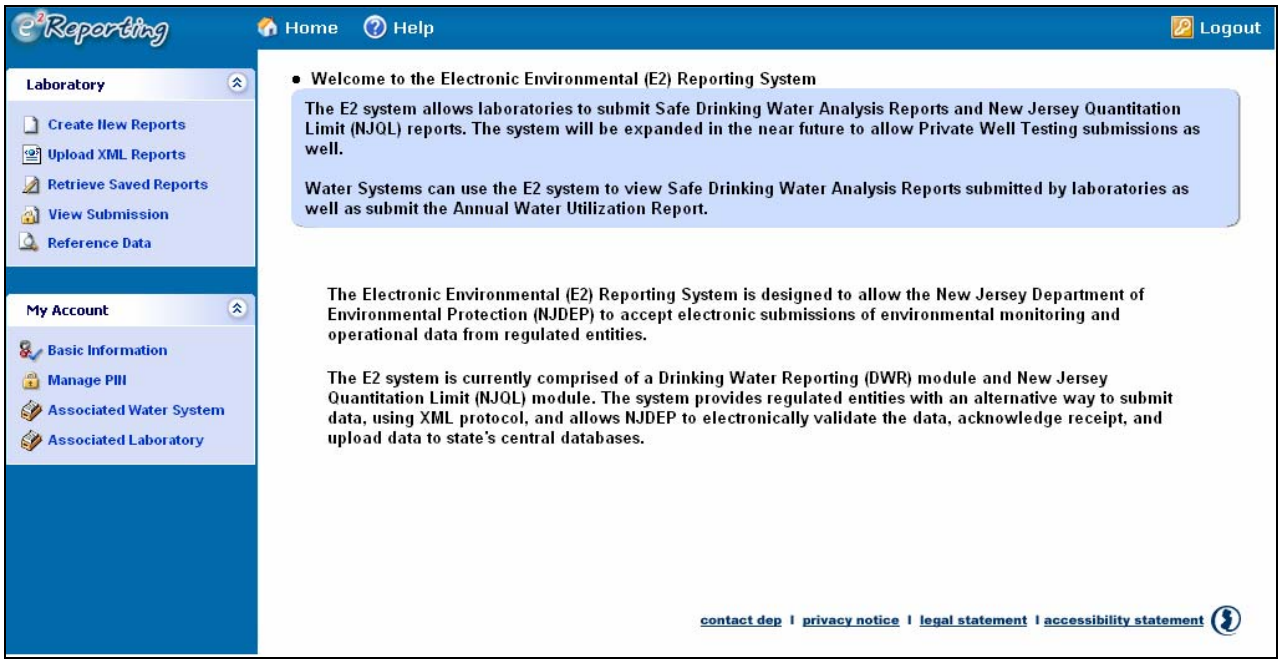


Figure 2.1 The Main E2 screen.

As shown in Figure 2.1, the main screen of the E2 system has a status bar across the top containing a Home, Help, and Logout links:

The Home icon allows the user to return to the E2 default homepage as shown above from any place within the E2 program.

The content of the Help icon will change depending upon the screen the user is currently on. The help provides a general set of instructions or information on the page in E2 a user is currently in. For more detailed help, a user should refer to the PWTA website (www.state.nj.us/pwta) or the NJDEP general E2 website (www.state.nj.us/dep/online/e2) where an electronic copy of this manual and other helpful information regarding the E2 system can be accessed.

The Logout icon allows you to logout of the E2 system once a user has completed their E2 related activities.

There are several modules with links under each one located along the left hand side of the main screen as shown in Figure 2.1. The modules and links that you will

be able to see will depend on your current access rights. When you start using E2 for the first time, you will only see the "My Account" module. After your account has been associated with a laboratory (See Chapter 3.2), a user will gain access to the Laboratory module. The main modules are the "Laboratory" and "My Account" modules. Other modules include "Water System" which is **only** used for the Safe Drinking water program and the "Admin" module. Laboratory Administrators will have limited access to this module to approve the requests of other individuals within their lab to become certifiers or preparers for their lab. A brief explanation of each of the links in the "Laboratory" and "My Account" modules is provided below. Detailed information on each of these links is provided in various chapters throughout this manual.

The following links are found under the Laboratory Module:

- 

The Create New Reports screen provides laboratories with several methods for generating a submission in XML file format:
    - Download a blank Microsoft Excel template, fill out, generate XML and upload to system;
    - Download a blank XML file, fill out, and upload;
    - Enter PWTA data directly in the Online form;
    - A laboratory can also view and print paper-based PWTA forms using this link.

- 

The Upload XML Reports link allows a user to select and upload a saved PWTA file in XML format that has been generated in compliance with the NJDEP's PWTA XML Schema file format. Additionally, a laboratory has the option to test the XML file they wish to upload for completeness and compliance with the PWTA XML schema.

- 

This screen allows users to access incomplete PWTA reports that have been saved and not yet submitted to the NJDEP. A laboratory may also delete a saved, incomplete report from this link. You can only view incomplete reports originally created utilizing the Online Form.

- 

This link lists in chronological order the PWTA files that have been submitted to the NJDEP by a laboratory. The XML files from each submission can be viewed and downloaded on this screen. A laboratory can also search for a submission using various criteria.

- 

This link contains reference information regarding water systems. It also contains data about method and parameter information for safe drinking water data submissions. This link is **not** used by the PWTA program.

The "My Account" Module contains the following links:

- Basic Information The user's basic account information including User ID and e-mail address can be seen by clicking on Basic Information. This is illustrated in Figure 2.2.

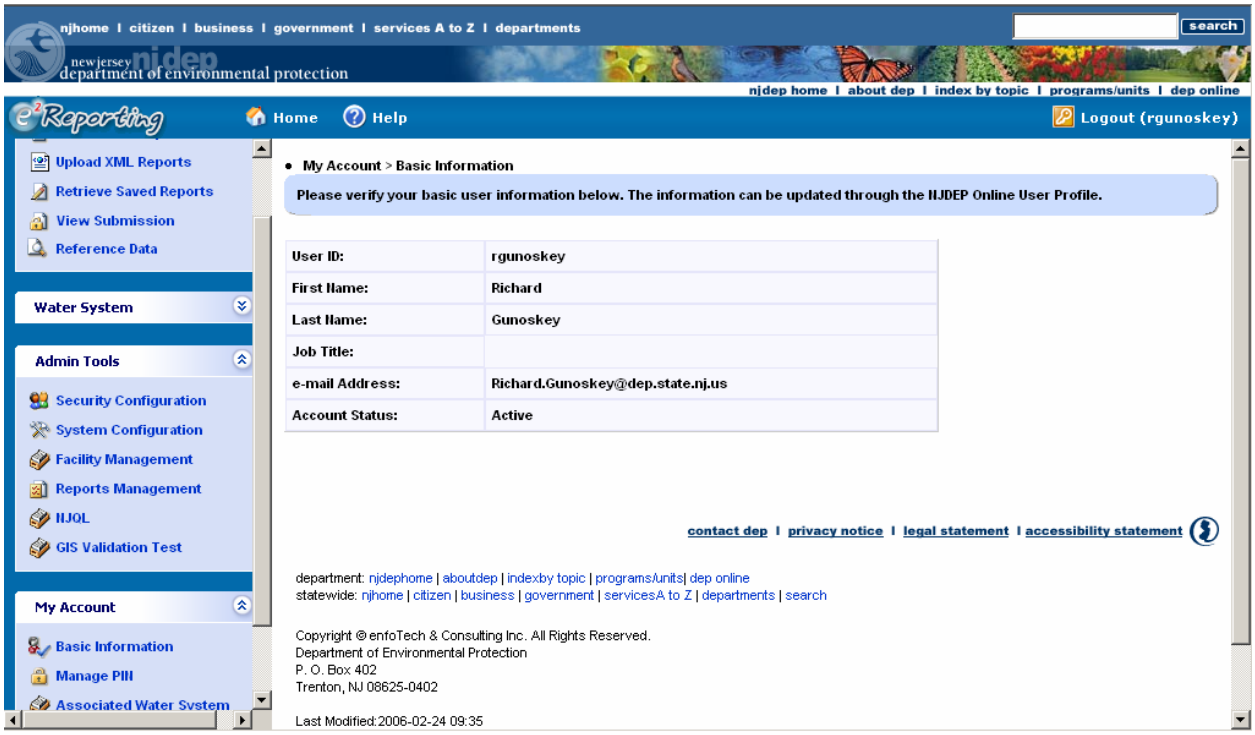


Figure 2.2 This Screen Shows Basic Information About the Current User.

- Manage PIN The user can request a new PIN if they forgot their original one or it's security has been compromised after clicking on this icon. This is illustrated in Figure 2.3.

Figure 2.3 The Request New PIN Screen.

- 

This link is intended for Water System purveyors to link their E2 accounts with a Water System. This screen is **not** used by the PWTA program.

- 

This link provides information about the laboratory including certification number, laboratory name, program the laboratory is associated with and can send in electronic data (e.g. PWTA, EDWR, NJQL), the role and status E2 participation.

2.3 Generating an Acceptable PWTA XML Data File(s)

There are three (3) ways for reporting labs to generate PWTA .XML data files (See Chapter 3.4 for more detailed information):

1.) Web Entry Online **-** the user (reporting lab) enters and validates PWTA data directly using the online web entry form in the E2 application via the Internet.

2.) Excel Spreadsheet Template- the user (reporting lab) enters PWTA data directly into a newly designed Excel spreadsheet template and converts the data to XML file format through a button on the spreadsheet.

3.) LIMS XML Schema Programming **-** the user (reporting lab) generates the XML (.xml) file utilizing a LIMS programmed according to the PWTA XML schema criteria. Similarly, a user may also download a blank XML file to fill out PWTA

submissions using XML file format **(for advanced users only who are proficient with the XML programming language).**

2.4 Submitting an Acceptable PWTA XML Data File(s)

There are two ways for reporting labs submit PWTA electronically (See Chapter 3.5 for more detailed information):

1.) Web Entry Online Form **-** the user (reporting lab) having entered PWTA data on the online form may submit the data files directly through the E2 web based application by clicking the Submit to DEP button once the data has been validated (See Chapter 6.0).

2.) Single or Batch Online Upload **-** the user (reporting lab) may upload the XML file(s) created by a Laboratory Information and Management System (LIMS) or Excel spreadsheet template by clicking the upload button on the E2 web based application and browsing for the file(s) to be submitted. If multiple files are to be submitted via batch upload, they must first be compressed into a .zip file and submitted. Once multiple XML files have been compressed into a .zip file, they can be uploaded to the E2 system as discussed below.

2.5 Submitting Multiple XML Files to the NJDEP in One Submittal

The new E2 data delivery system allows a lab to submit multiple XML files containing PWTA data in one submission. In order for a PWTA certified laboratory to submit multiple files to the NJDEP in one submission they must do the following:

1.) Compress all of the XML files into a .ZIP file format utilizing WinZip or other similar program.
2.) Under the Laboratory module, click on the Upload XML Reports link as shown in Figure 2.4. Browse for the location of the .ZIP file. Click the I CERTIFY check box and click the Submit button.
3.) The E2 program will automatically unzip and validate each set of sample results. You can check the status of each PWTA sample result set by clicking on the View Submission link under the Laboratory module as seen in Figure 2.1.
4.) **Note:** If some of the XML files in a batch upload fail validation checks, then only those files need to be corrected and resubmitted to the E2 system. **Do not resend all of the files in the original .zip file.** For example, a laboratory uploads six PWTA XML files in a single .zip to the E2 system. If two of the six PWTA XML files fail the validation checks, then the laboratory must make the necessary corrections to the two files that failed and upload **only** these two corrected files in a new .zip file. The other four original XML files successfully made it into the system and do not have to be uploaded again to the E2 system.

After each PWTA report is submitted, the E2 system will send a confirmation email to the submitter notifying them that the report has been received by NJDEP. The E2

system will then perform a series of validation checks to ensure the data elements, required field values, and structure of the PWTA XML data file are correct. **The validation process may take several minutes to complete.** If the submission is accepted, E2 will send out 2 additional emails:

- The laboratory will receive a confirmation email notifying them of the accepted submission
- The appropriate health official will receive an email notifying them of the sample results. This email will contain 2 attachments:
    - Copy of the PWTA test results in .PDF format
    - Copy of the PWTA test results in .XML format

The text of this email will also identify any of the test results which exceed the standards.

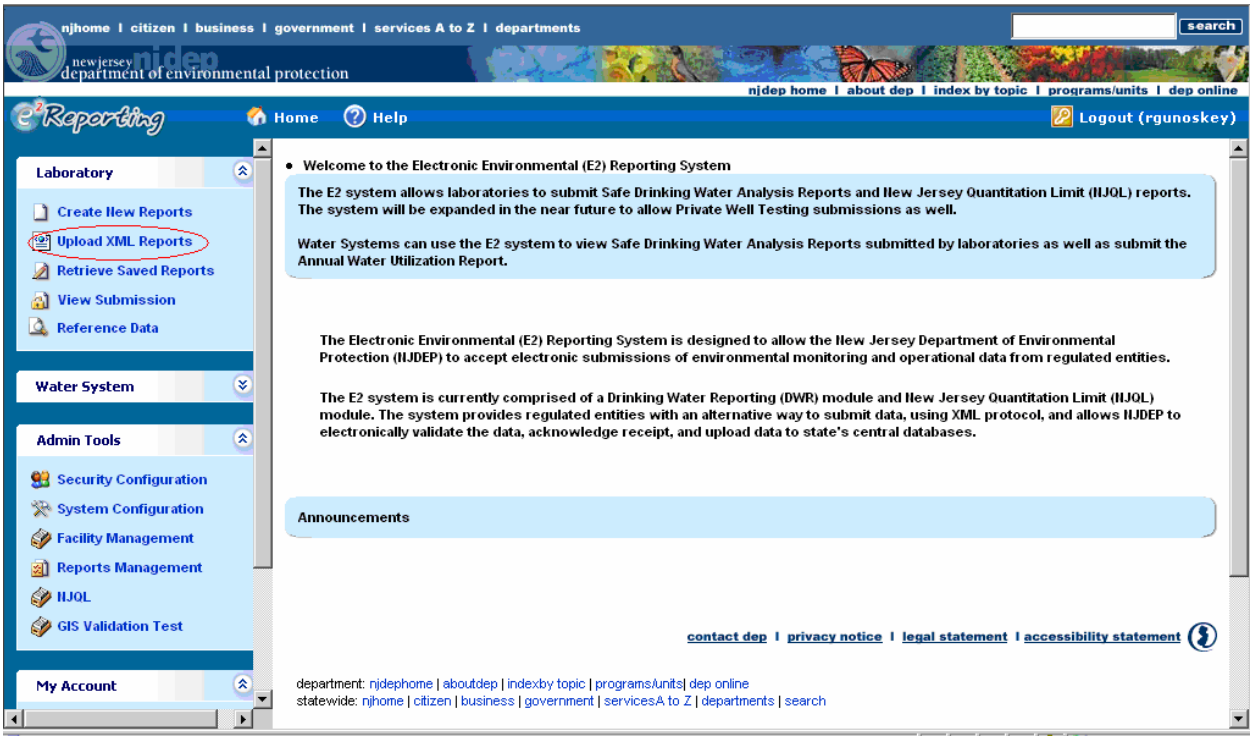


Figure 2.4 Click on the Upload XML Reports Link Under the Laboratory Module to Obtain the Status of a Specific PWTA Electronic Submission.

2.6 The New Field Definition Conventions

There are several mandatory fields necessary for the submittal and acceptance of PWTA data. If any of the required fields are not completed or incorrect, then the laboratory will be required to revise and resubmit the data. The designation for all of the fields in this manual are described below. Please refer to Chapter 5.0 for a complete list of all required, conditionally required, and optional fields.

- Fields marked with an "**X**" are **REQUIRED** fields, and must contain a correct entry or the file will be rejected by the E2 delivery system.

- Fields marked with "**XX**" are **conditionally** required fields. Examples of conditionally required fields include: new well construction, treatment, contract of sale, etc. Entries into conditionally required fields are dependent upon the values listed in other required fields. For example, if a value of “Alternative Location” (Alt-Lo) is entered in the Flushing Location field, then an entry **must** be made into the Flushing Information Comments field. Failure by the user to complete such fields will result in the rejection of a data file.

- Fields marked with an "**N**" are optional information fields and will only apply under limited circumstances, for example when a second address field is needed. Validation of the data file does not rely on the completion of optional fields.

3.0 Electronic PWTA Data Submittal Requirements and Process

In order to submit PWTA sampling results electronically to the NJDEP, the following procedures must be completed:

1. Obtain an NJDEP Online account through the myNewJersey portal.
2. Register the laboratory for electronic reporting and establish a Laboratory Administrator.
3. Administrator makes a laboratory association request in the E2 system.
4. Obtain a PIN to upload PWTA XML Files for the Certifier of the results. Note: The password you create with your NJDEP Online account is not the same as your PIN to upload PWTA XML files. The password allows you to **access** the E2 system and the PIN allows you to **upload** PWTA data to the E2 system.
5. Certifier makes a laboratory association request in the E2 System.
6. Laboratory Administrator approves/rejects Certifiers lab association request in the E2 system.

In accordance with N.J.A.C. 7:9E, all Private Well Testing Act analytical data are required to be submitted electronically to the NJDEP. This section outlines the necessary steps to be taken by a N.J. Certified PWTA reporting laboratory before they can submit electronic data through NJDEP's new E2 Reporting System. Before PWTA results can be submitted to the NJDEP, the reporting laboratory must create an NJDEP Online account through the myNewJersey portal as discussed below.

3.1 Registering a Laboratory for Electronic PWTA Data Reporting

Step 1. Obtain an NJDEP Online Account Through the myNewJersey Portal

NJDEP Online is the NJDEP's application that provides user account management for a number of the NJDEP's on-line systems. Any person that wants to have any access to the E2 system must first have an authorized NJDEP Online account. A new version of NJDEP Online was put into production in October 2007. Both current and new users must set-up a new account through the new NJDEP Online application in order to access the E2 system to submit electronic data. Under the new NJDEP Online process, all access to NJDEP Online (www.njdeponline.com) will be managed by the myNewJersey portal (www.nj.gov). Think of myNewJersey as a central place to log in and get access to a variety of services or systems across many state departments. This is a change from the previous version of NJDEP Online where users were granted access via the NJDEP Online application itself. Prior to anyone using NJDEP Online, users must have two things:

1. A valid account with myNewJersey
2. An authentication code for the NJDEP Online service.

A myNewJersey account is free and can be created at any time. Some users may have

an existing myNewJersey account and some may not. Both scenarios will be addressed in this section. Once you create an account (or if you have one already) on myNewJersey you still will not be able to access the new NJDEP Online. In order to gain access to NJDEP Online (or any other protected service) you will need an authentication code. The authentication code can only be obtained via an email generated from the portal. The authentication code grants the user access to a specific service on the myNewJersey Portal (i.e. NJDEP Online).

Because we don't know who needs or wants access to NJDEP Online, **new** users will need to initiate a request for an authentication code. This will be done from a page which is linked right from 'www.njdeponline.com'. The requestor will enter their name, email, and organization and an email will be sent to them. This email has detailed instructions telling them what to do which involves entering the authentication code and creating a myNewJersey account if necessary.

All **existing** NJDEP Online users who logged into NJDEP Online in the past year will receive authentication codes via email. Users will simply need to follow the instructions within this email to gain access to NJDEP Online and will not need to request an authentication code. **The authentication code will be sent to the e-mail address they originally set-up in NJDEP Online application.**

Please follow the instructions below to set up your new NJDEP Online account. These same instructions can also be found on the NJDEP Online page at 'www.njdeponline.com'.

The following instructions cover several scenarios (Please see below to find your scenario):

1. New NJDEP Online Users: **Begin at Step 1, Page 21.**
2. Existing NJDEP Online Users – You should receive an email as noted above containing an authorization code and instructions: **Begin at Step 3, Page 23.**

STEP 1: REQUESTING ACCESS (New Users – Users who do not have a NJDEP Online account)

1. Go to '**www.njdeponline.com**' and follow the link labeled 'here' within the following sentence: "New users should request access to DEP Online **here**." This will take you to the screen shown below.
2. Fill in the following fields:
   'Contact Name', 'Organization Name', 'Email Address', and 'Confirm E-Mail'.

3. Click on the "Request" button.

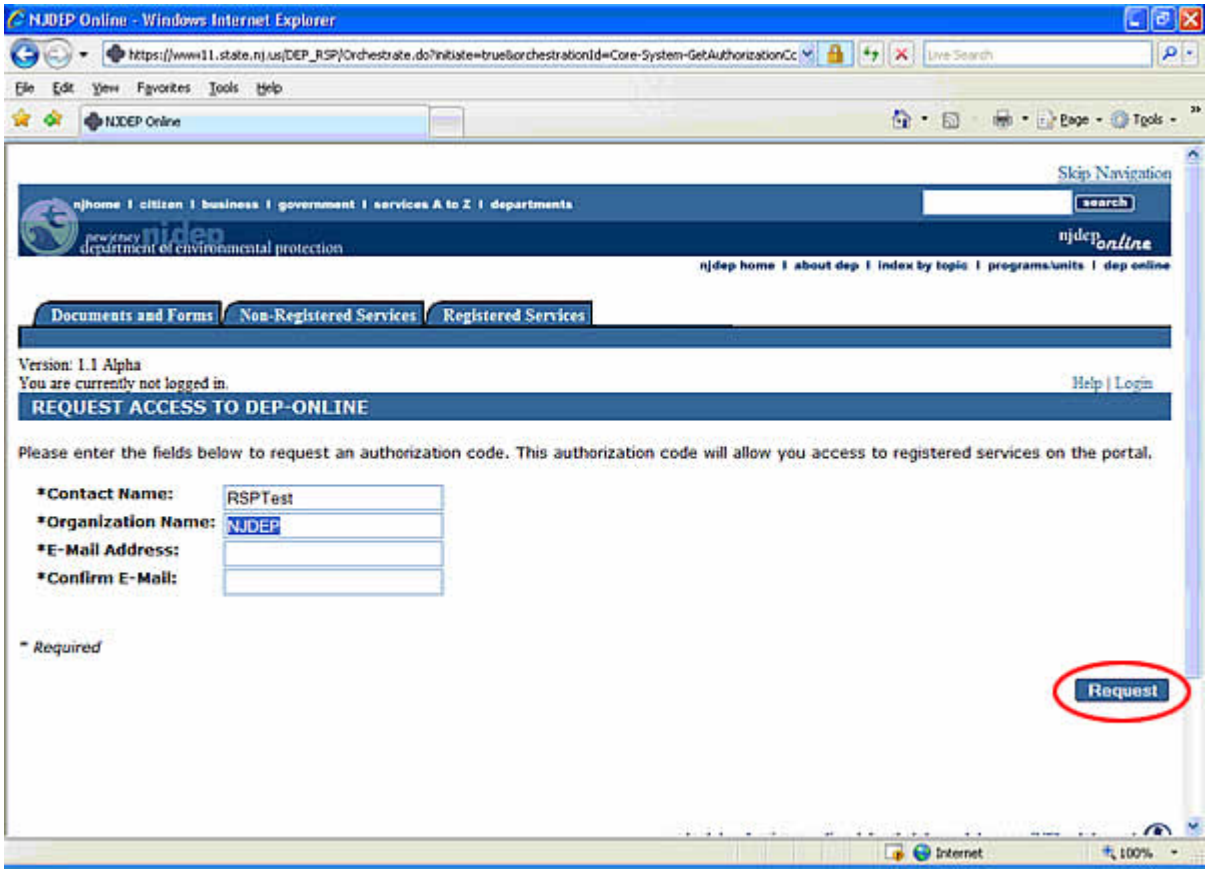


Figure 3.1 Request access to NJDEP Online screen

STEP 2: ACCESS CONFIRMATION

1. You will receive on-screen confirmation that your request is being processed.
2. You should receive an email from 'PortalComments@dep.state.nj.us' that contains your Authorization Code and login instructions for NJDEP Online.
3. Click on the "Continue" button to log out of the system at this time.

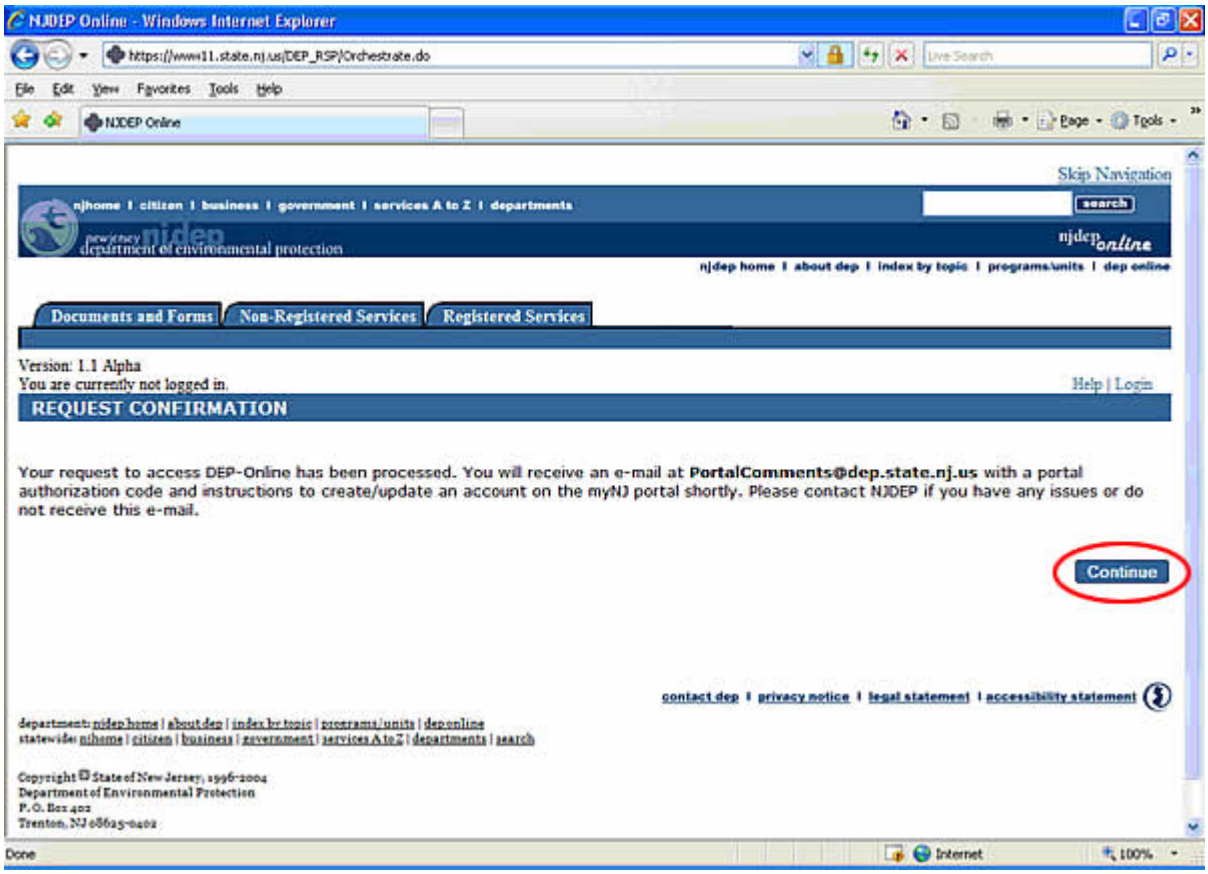


Figure 3.2 Request confirmation screen in NJDEP Online

The email you receive from 'PortalComments@dep.state.nj.us' should contain a unique Authorization Code as well as instructions for accessing DEP Online through myNewJersey. Please note that, **authorization codes are account and e-mail address specific and may not be shared or used more than once.**

STEP 3: REGISTRATION (Users who have NOT registered with MyNewJersey)

1. Go to ‘www.nj.gov’ and click the “Register” button in the upper left-hand corner.

Figure 3.3 Register for a myNewJersey account on the New Jersey state home page

2. Fill in the following fields: ‘Log On ID’, ‘Password’, ‘Retype your password’, ‘First name’, ‘Last name’, ‘Question you want us to ask’, ‘Your answer’, ‘Email address’, ‘Retype your email address’.
3. Click on “Create myNewJersey Account”.
4. Logout of the system.

Note: You are now registered with myNewJersey

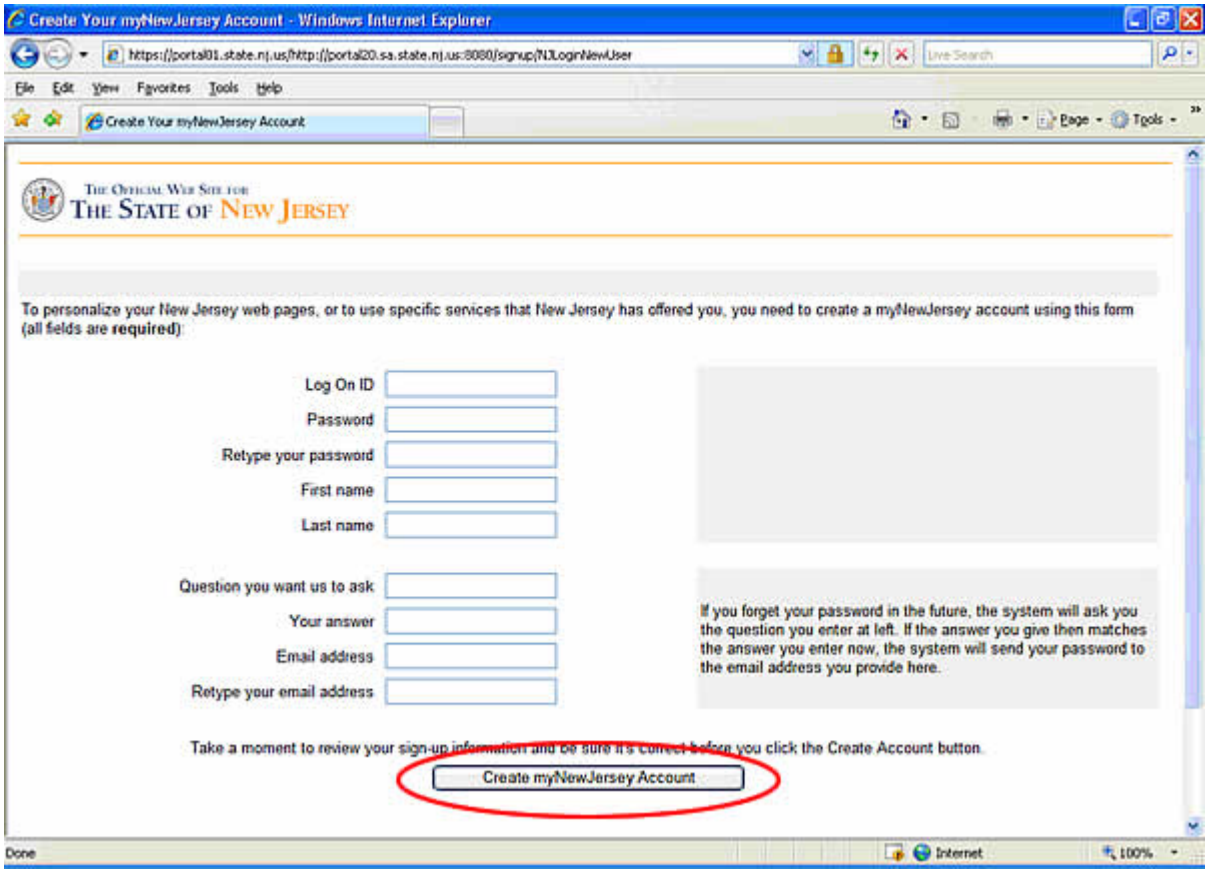


Figure 3.4 Complete the creation of a myNewJersey account

STEP 4: LOGGING IN & USING AUTHENTICATION CODE (Users who have registered with myNewJersey)

1. Go to 'http://www.nj.gov' and click "Login".

Figure 3.4 Log-in to the New Jersey state home page to enter authorization code

2. Enter your ‘Log On ID’ and ‘Password’ and click “Log On”.

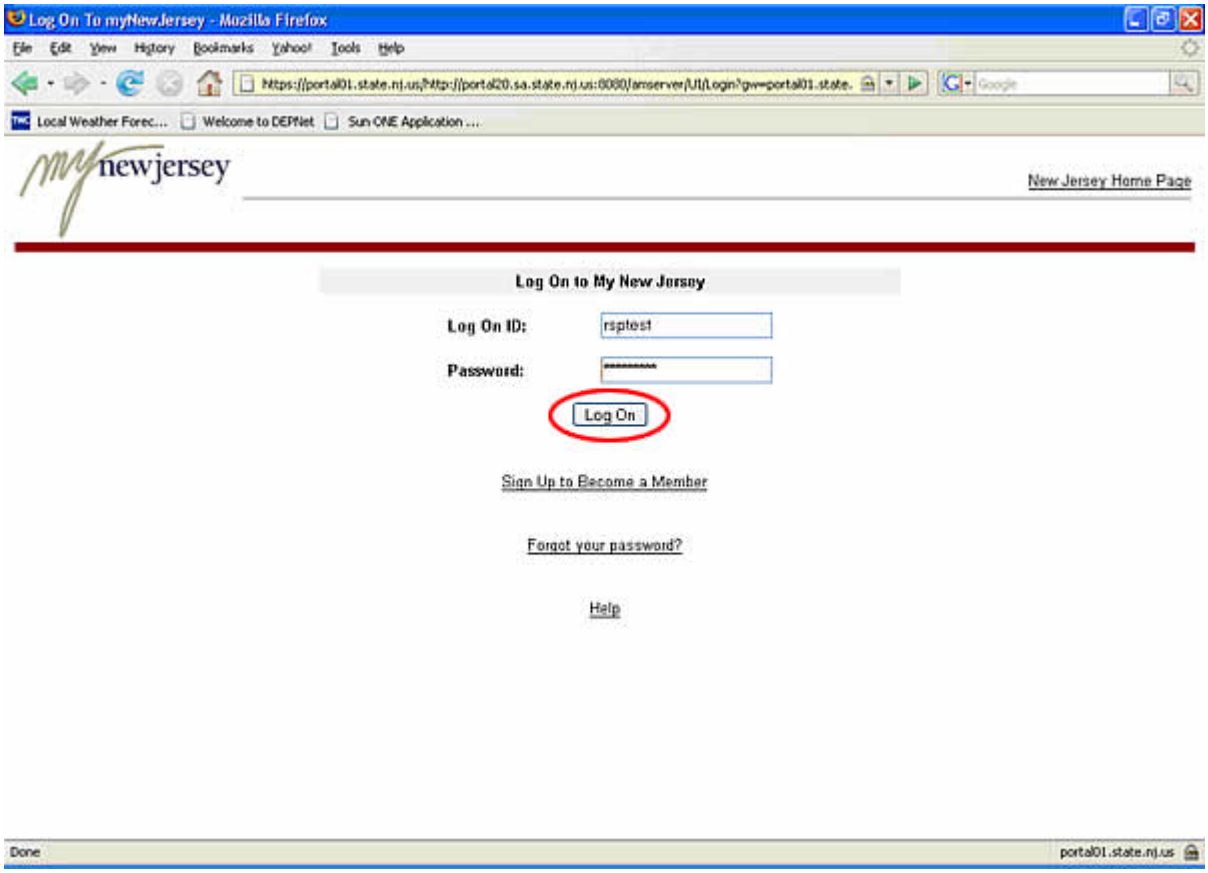


Figure 3.5 Enter logon ID and password

3. Click on ‘enter authorization code’.

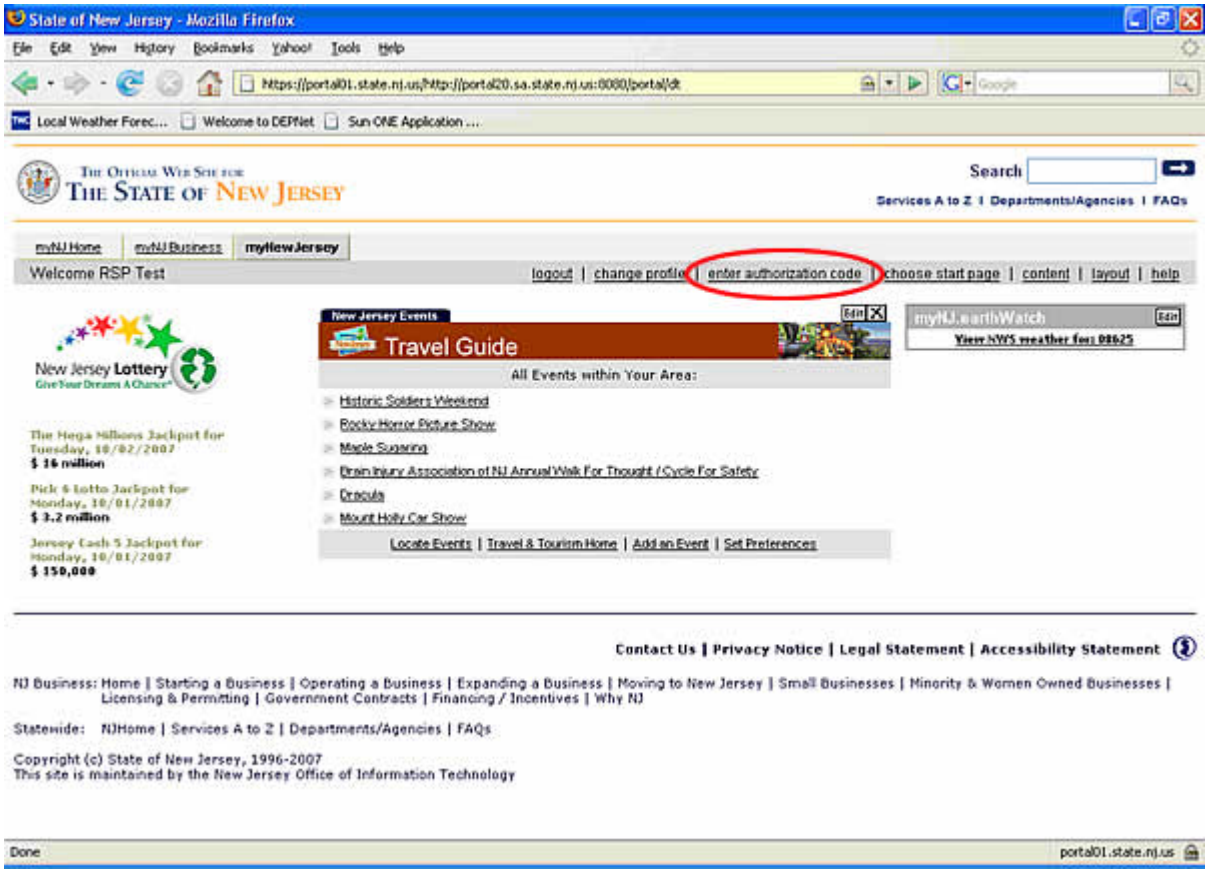


Figure 3.6 Enter authorization code

4. ‘Enter your authorization code’ and click “Finished” (you should receive your authorization code and instructions via email from ‘PortalComments@dep.state.nj.us’ as noted above).

Note: The system will automatically log you out after clicking “Finished”.

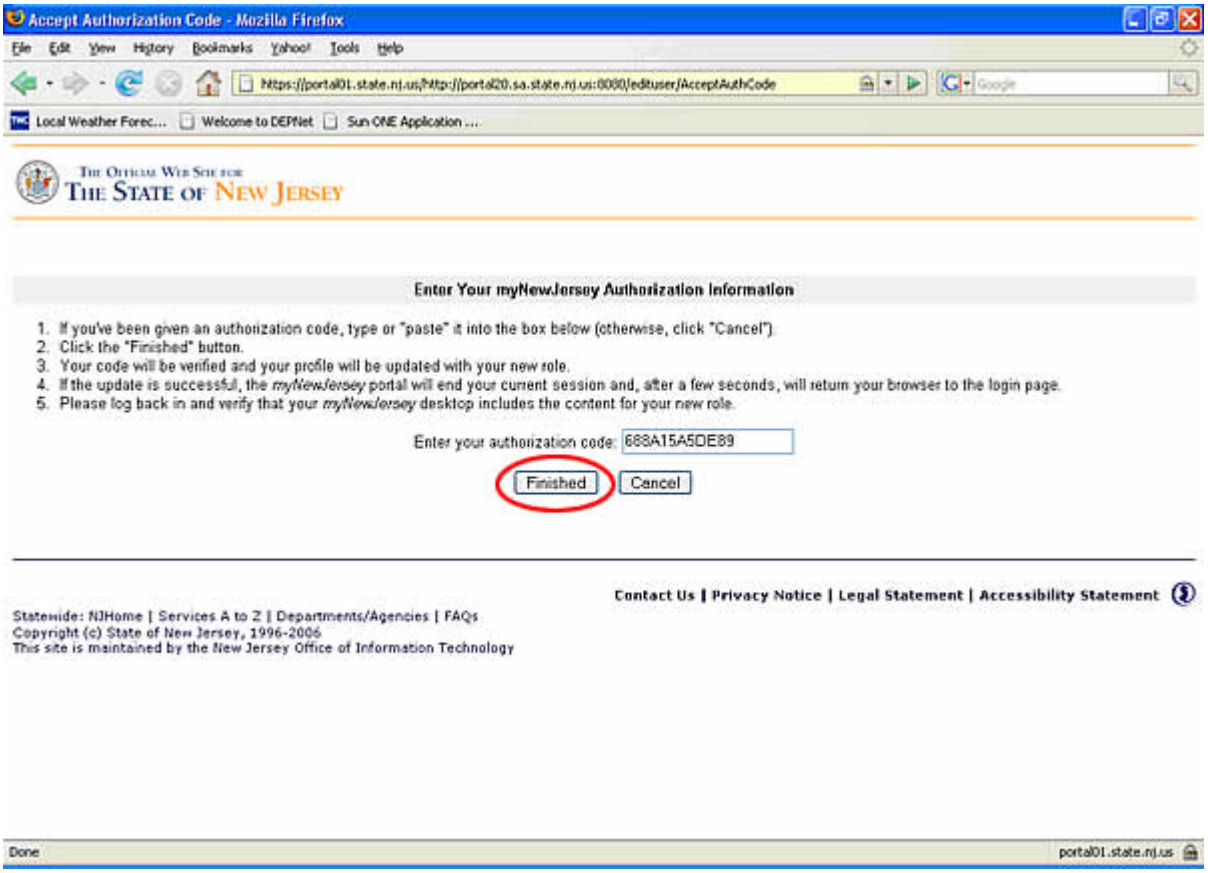


Figure 3.7 Complete authorization code process

STEP 5:

1. Log in to your account (the channel or channels for your NJDEP Online role will be available on the 'myNewJersey' page).
2. Make sure you are on the 'myNewJersey' screen.
3. Click on 'DEPOnline Services'.

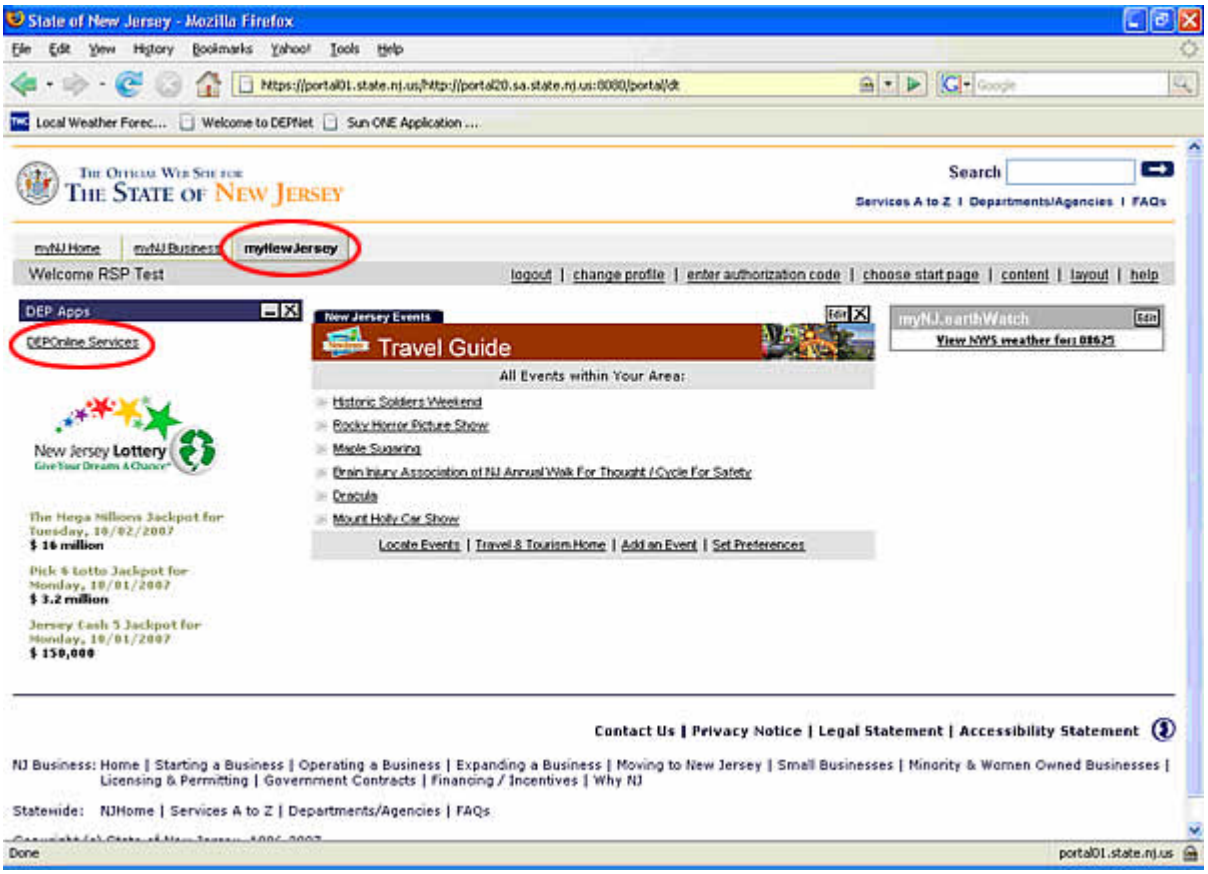


Figure 3.8 Access DEP Online services

Step 6:

1. After a user creates an account in MyNJ and enters their authorization code, the first screen will be the Portal ID Check screen.

   Enter their *EXISTING* DEP ONLINE ID in the box and click Continue.

Figure 3.9 The Portal ID Check screen

2. Request Certification PIN Screen

For users that do not have any other DEP Online affiliations with Air or Land Use, they can select **SKIP** at this screen. PWTA users should select the **SKIP** button.

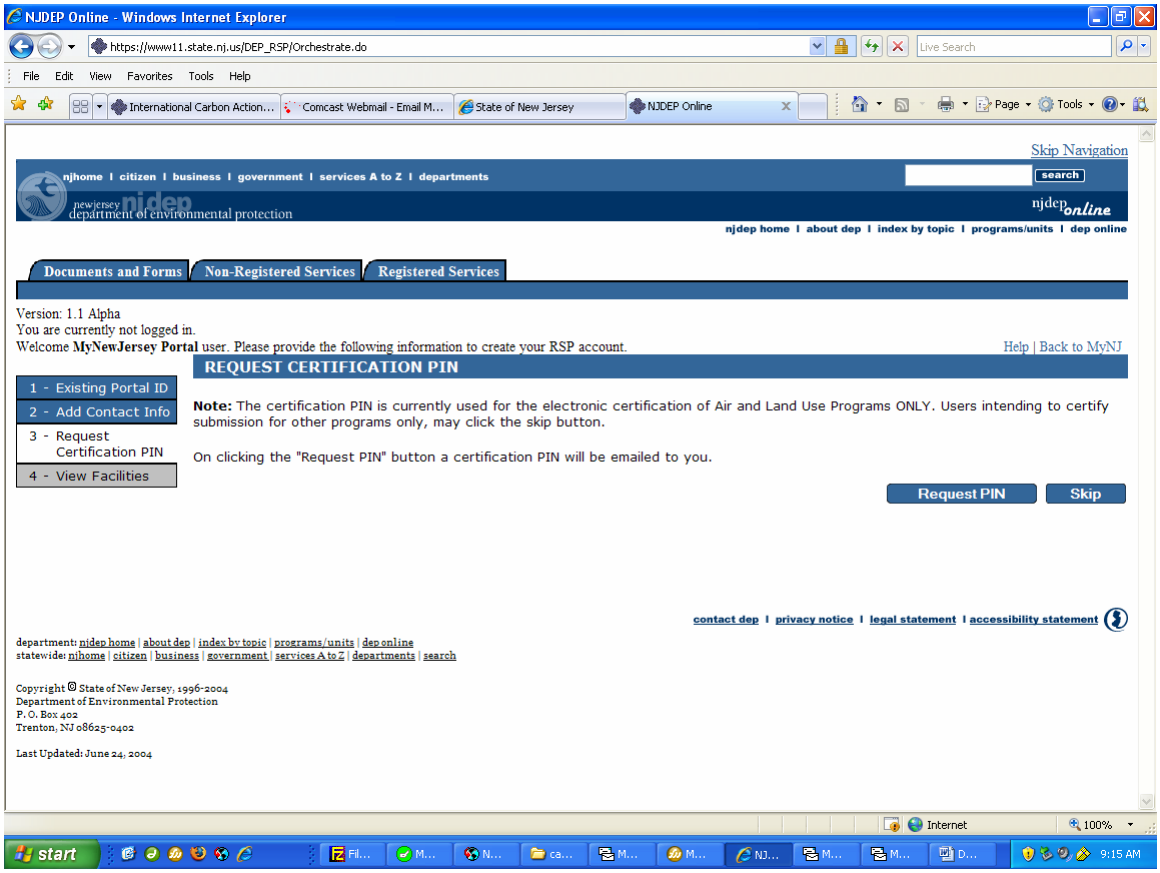


Figure 3.10 Press the "Skip" button to bypass the Request Certification screen

My Facilities Screen

3. Click on the “Complete Setup” button.

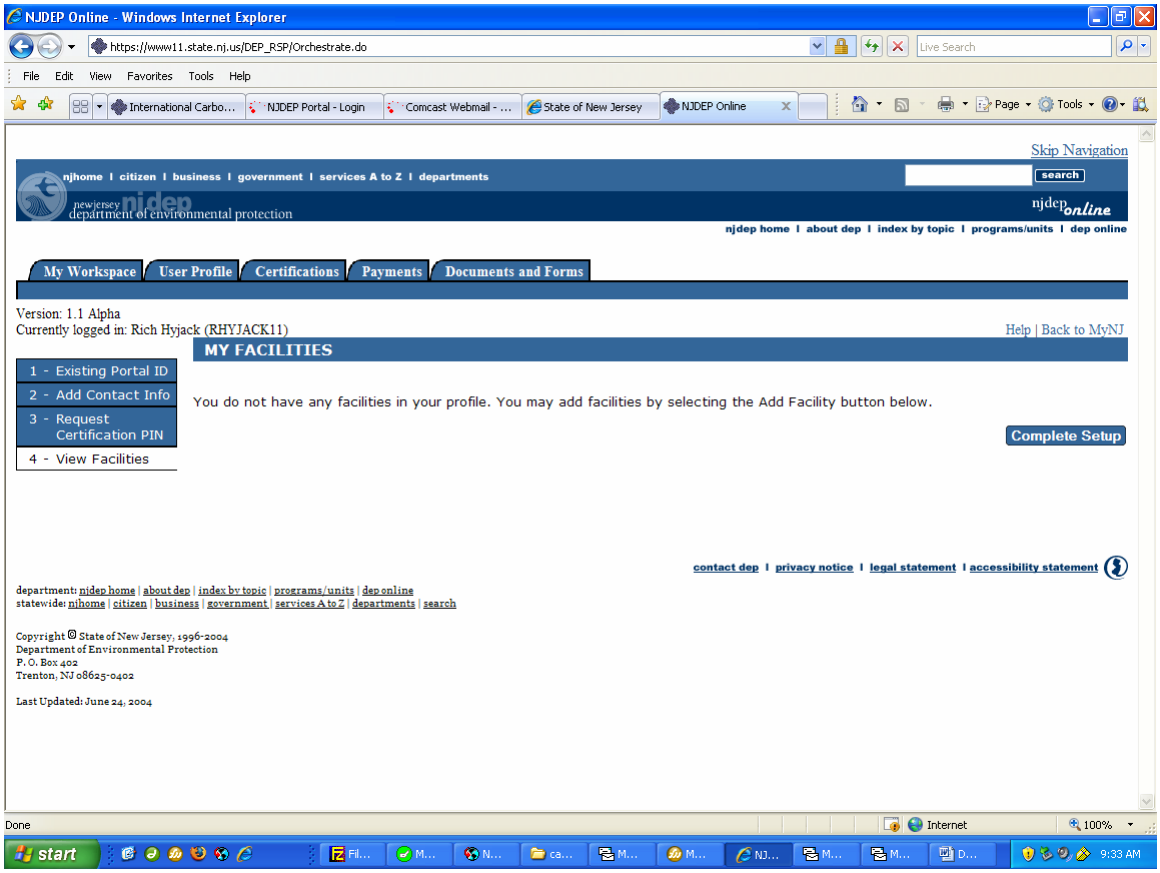


Figure 3.11 Click on the “Complete Setup” button to complete the NJDEP Online setup

4. **My Services Screen**

Scroll down to the section “Services Not Requiring Facilties”. From here, the user can check PWTA, eDWR, and/or Volunteer Water Monitoring, depending on the programs for which you want access. PWTA users should click ‘PWTA’.

Click on the OK button.

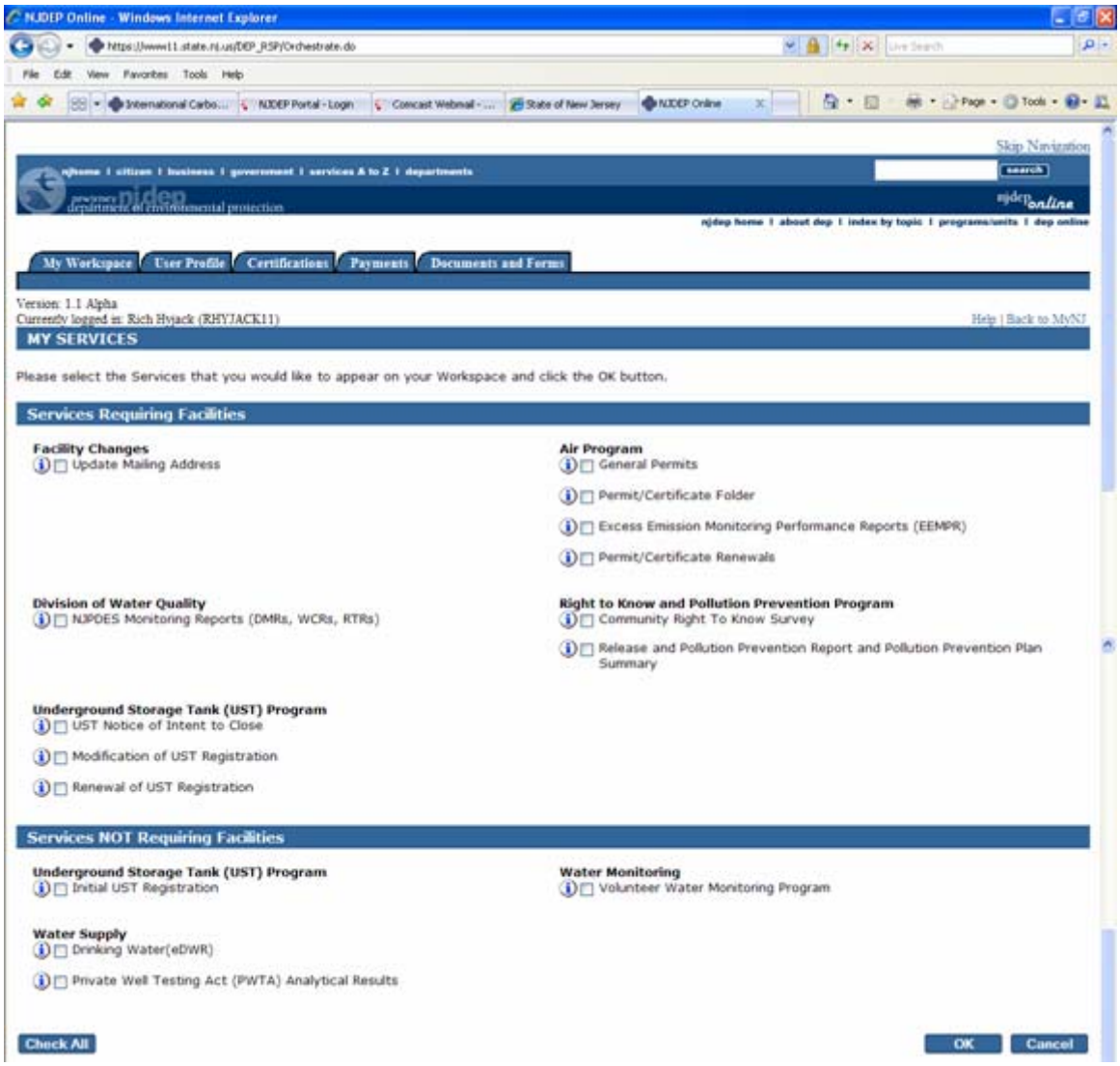


Figure 3.12 The “My Services” screen

5. My Workspace Screen

After selecting their services, the user will be returned to the “My Workspace” screen and be able to see the services that have been assigned to them in the “Services Selection” section.

The user should click on the links in the “Services Selection” section to log in to their desired service.

The next time the user logs in, they will return back to the “My Workspace” screen as their DEP Online start page.

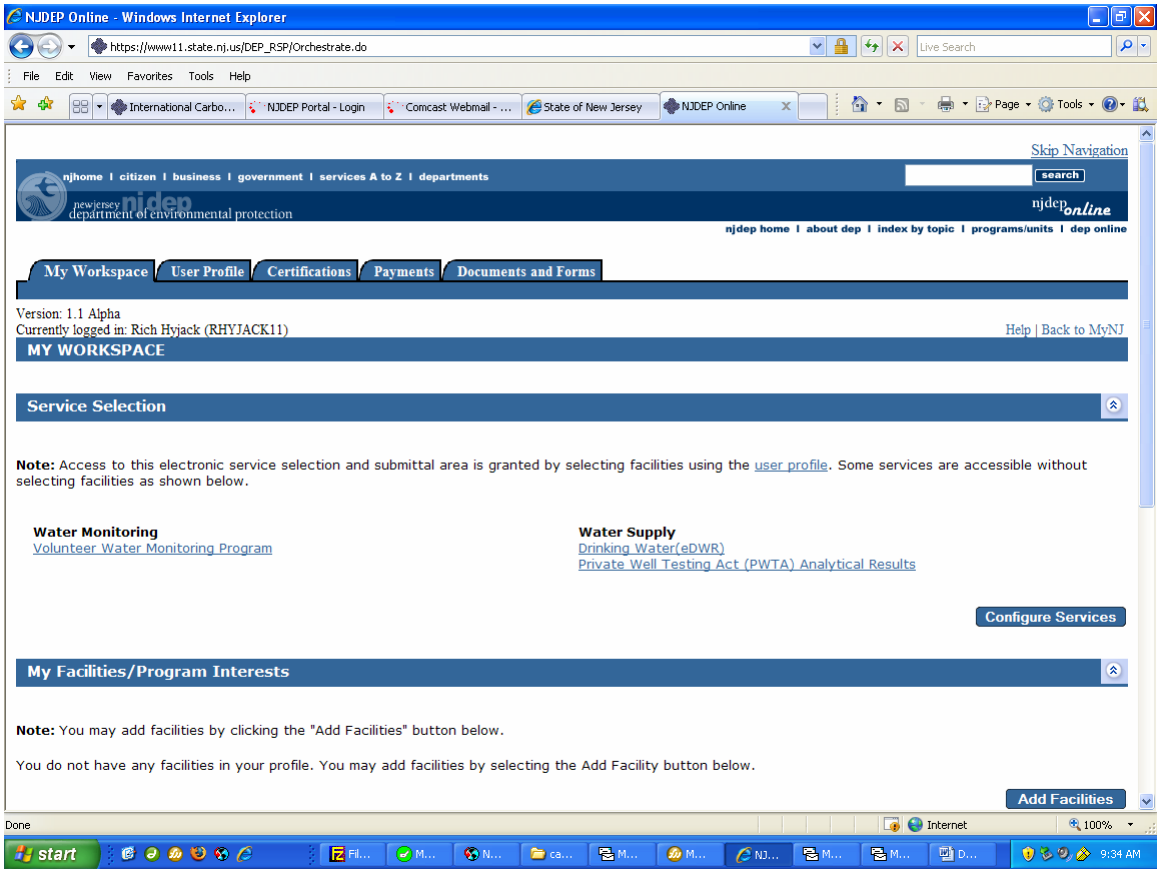
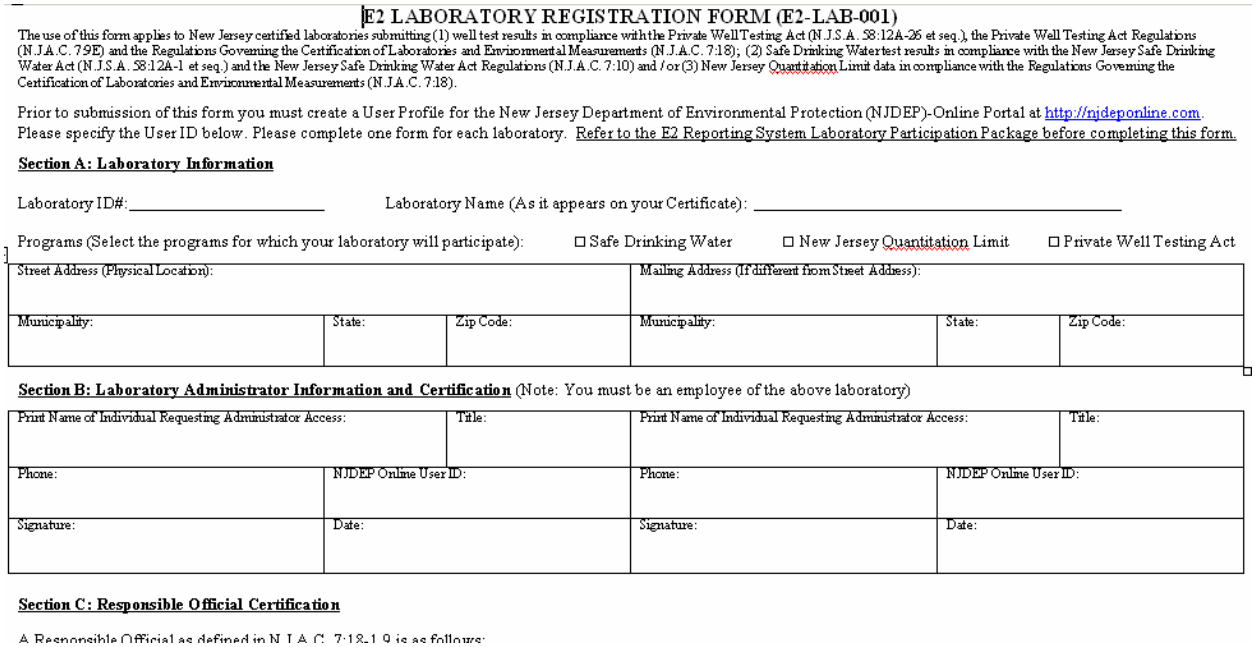


Figure 3.13 The “My Workspace” screen

6. **Forwarding to Service Screen**

Upon selecting a service, the user will receive a screen indicating that they are being forwarded to that service.

Figure 3.14 User being redirected the E2 PWTA application



E2 LABORATORY REGISTRATION FORM (E2-LAB-001)

The use of this form applies to New Jersey certified laboratories submitting (1) well test results in compliance with the Private Well Testing Act (N.J.S.A. 58:12A-26 et seq.), the Private Well Testing Act Regulations (N.J.A.C. 7:9E) and the Regulations Governing the Certification of Laboratories and Environmental Measurements (N.J.A.C. 7:18); (2) Safe Drinking Water test results in compliance with the New Jersey Safe Drinking Water Act (N.J.S.A. 58:12A-1 et seq.) and the New Jersey Safe Drinking Water Act Regulations (N.J.A.C. 7:10) and / or (3) New Jersey Quantitation Limit data in compliance with the Regulations Governing the Certification of Laboratories and Environmental Measurements (N.J.A.C. 7:18).

Prior to submission of this form you must create a User Profile for the New Jersey Department of Environmental Protection (NJDEP)-Online Portal at http://njdeponline.com. Please specify the User ID below. Please complete one form for each laboratory. Refer to the E2 Reporting System Laboratory Participation Package before completing this form.

Section A: Laboratory Information

Laboratory ID#:_____ Laboratory Name (As it appears on your Certificate): _____

Programs (Select the programs for which your laboratory will participate): ☐ Safe Drinking Water ☐ New Jersey Quantitation Limit ☐ Private Well Testing Act

Street Address (Physical Location):			Mailing Address (If different from Street Address):		
Municipality:	State:	Zip Code:	Municipality:	State:	Zip Code:

Section B: Laboratory Administrator Information and Certification (Note: You must be an employee of the above laboratory)

Print Name of Individual Requesting Administrator Access:		Title:	Print Name of Individual Requesting Administrator Access:		Title:
Phone:	NJDEP Online User ID:		Phone:	NJDEP Online User ID:	
Signature:	Date:		Signature:	Date:	

Section C: Responsible Official Certification

A Responsible Official as defined in N.J.A.C. 7:18-1.9 is as follows:

Figure 3.15 The E2 Laboratory Registration Form (E2-LAB-001).

Step 2. Register the Laboratory for Electronic Reporting and Establish Laboratory Administrator

A Responsible Official at the laboratory must complete, sign, and submit the E2 Laboratory Registration Form (E2-LAB-001) which is available for download at the PWTA website (http://www.state.nj.us/dep/pwta) or the NJDEP E2 website (http:www.state.nj.us/dep/online/e2). A sceen shot of this form is provided in Figure 3.15. This form indicates the laboratory's desire to participate in the E2 program and identifies the individuals who will have Laboratory Administrator access to the E2 reporting system. It is recommended that a minimum of two Laboratory Administrators be identified at the level of Lab Manager and /or Quality Assurance Officer. The Responsible Official may also serve as the Laboratory Administrator.

Send this form to: NJDEP – Office of Quality Assurance
PO Box 424
Trenton, NJ 08625-0424
Attn: E2 Coordinator

Please note that, the NJDEP will not accept any facsimiles or copies of the registration form. The original form with a blue ink signature must be submitted to the address above. If after initial registration it is necessary to add additional Laboratory Administrators an original E2 Laboratory Registration form must be submitted for each Administrator.

Step 3. Administrator Makes a Laboratory Association Request in the E2 System

Once a Lab Administrator completes and submits the Laboratory Registration Form, they must go into the E2 system and request an association with their laboratory. If the Laboratory Registration Form is complete and correct, then the Office of Quality Assurance will activate the Lab Administrator(s) account for a specific lab. An e-mail will be sent to the laboratory's address informing them that they have been approved by the NJDEP as a Lab Administrator. Please follow the below-listed procedures to make a lab association request for an Administrator:

1. Go to njdeponline.com, click on the continue button, enter your User Name and Password on the myNewJersey page. Click on the PWTA link to log into the E2 system. The E2 Main page is displayed as shown in Figure 3.17.
2.
3. Click on the Associated Laboratory link under the My Account module on the main E2 page on the left-hand side.
4. Click on the Add Laboratory button in the upper right-hand corner to bring up the "Add Laboratory" screen.
5. Enter the laboratory name and/or certification number that you are requesting an association with. After filling in this information, click on the GO button to bring up the next screen.
6. Locate "PWTA" under the Program column, and enter the desired role (Preparer, Certifier, or Administrator) from the drop-down box.
7. Place a ☑ in the box next to the role column and click on the Add Laboratory button.
8. The status of your request is listed as "pending" until approved by the NJDEP's Office of Quality Assurance. You will receive an e-mail from the E2 system listing your requested role, laboratory you are requesting association with, and program (PWTA) you are preparing/submitting electronic data.
9. To check the status of your request, click on the Associated Laboratory link under the "My Account" module. Once you have been approved by the NJDEP, your individual status will change from pending to active. The E2 system will also send an e-mail to the laboratory informing them that an individual has been approved as a Laboratory Administrator.

Step 4. Obtain a PIN to Upload PWTA XML Files for the Certifier of the Laboratory Results

In addition to the Laboratory Registration Form, a second form must be filled out by every individual who will actually be uploading PWTA data to the E2 system. The Certifier (or Administrator if they chose to actually upload PWTA data) for the laboratory must complete, sign, and submit the Electronic Signature Agreement (E2-ESA-001). This document serves as a formal agreement between each PIN holder (Certifier) and

the NJDEP regarding the responsibilities and use of their PIN. The Electronic Signature Agreement (Form E2-ESA-001) must be completed and signed by the Certifier as part of the process of obtaining a PIN to **submit** PWTA through E2. Once the form is completed, it must be submitted to the NJDEP's Office of Quality Assurance listed in the address above in Step 2**. Please note that this form must be properly notarized and submitted with with a raised seal.** As with the Laboratory Registration Form, the NJDEP will not accept any facsimilies or copies of this form. **An original, notarized form with a raised seal and blue ink signature must be mailed to the address listed above.** This form can be downloaded from the PWTA website (http://www.state.nj.us/dep/pwta) or the NJDEP E2 website (http:www.state.nj.us/dep/online/e2).

Step 5. Certifier Makes a Laboratory Association Request in the E2 System

Once a Certifier has completed the Electronic Signature Agreement (E2-ESA-001) they must go to http://njdeponline.com to set up a user account to gain access to the E2 system (see Step 1). Once a Certifier has gained access to the E2 system they must request an association with their specific laboratory. Please follow the below-listed procedures for a Certifier to make a lab association request:

1. Go to njdeponline.com, click on the continue button, enter your User Name and Password in the myNewJersey page. Click on the Private Well Testing Act link to log into the E2 system. The E2 Main page is displayed as shown in Figure 3.17.
2. Click on the 

link under the My Account module on the main E2 page.
3. Click on the 

button in the upper right-hand corner to bring up the next screen.
4. Enter the laboratory name and/or certification number that you are requesting association with. After filling in this information, click on the 

button to bring up the next screen.
5. Locate "PWTA" under the Program column, and under the Role drop-down menu select "Certifier".
6. Place a  in the box next to the role column and click on the 

button.
7. The status of your request is listed as pending until approved by your Laboratory Administrator. The approved Laboratory Administrator will be responsible for approving/rejecting all Certifiers and Preparers for their individual lab. The NJDEP will not be approving/rejecting Certifiers and Preaparers for specific laboratories. The approved Laboratory Administrator will manage all Certifer and Preparer E2 access for their specific laboratory. You will receive an e-mail from the E2 system listing your requested role (Certifier), laboratory you are requesting association with, and program (PWTA) you are submitting electronic data.

8. To check the status of your request, click on the 

link under the "My Account" module. Once you have been approved by the Laboratory Administrator, your individual status will change from pending to active. The E2 system will also send an e-mail to the laboratory informing them that an individual has been approved as a Certifier.

Step 6. Laboratory Administrator Approves/Rejects Certifiers Lab Association Request in the E2 System

Once a Certifier has made a laboratory association request, the Laboratory Administrator must go into the E2 system and approve/reject their request. When a Laboratory Administrator approves a Certifier, the NJDEP will e-mail the individual a PIN #. This PIN # is used to submit PWTA reports to the NJDEP through E2. A Laboratory Administrator can approve a Certifier or Preparer for their lab by following these procedures:

1. Go to njdeponline.com, click on the continue button, enter your User Name and Password in the myNewJersey page. Click on the Private Well Testing Act link to log into the E2 system. The main E2 page is displayed in Figure 3.1.7.
2. Click on the 

link under the Admin Tools module on the main E2 page. If no requests are visible, you can search for them using the fields in the Search Panel. Enter your Laboratory Name and/or Certification Number. Set the Association Status to "Pending" and User Role to "All".

   Click on the 

button. This should bring up a list of Certifiers/Preparers with a Laboratory Association Request.
3. Under the Status column, change the drop-down menu selection from "Pending" to "Active".
4. Place a  in the box next to the Status column and click on the 

button.

As stated above, once a Laboratory Administrator approves a Certifier, the NJDEP will e-mail the individual a PIN #. This PIN # is used to only **upload** PWTA reports to the NJDEP through E2.

NOTE: Use of an electronic PIN by a reporting laboratory shall be used as an electronic signature certifying that all sampling, analyses and quality control procedures were conducted in accordance with N.J.A.C. 7:9E and N.J.A.C. 7:18.

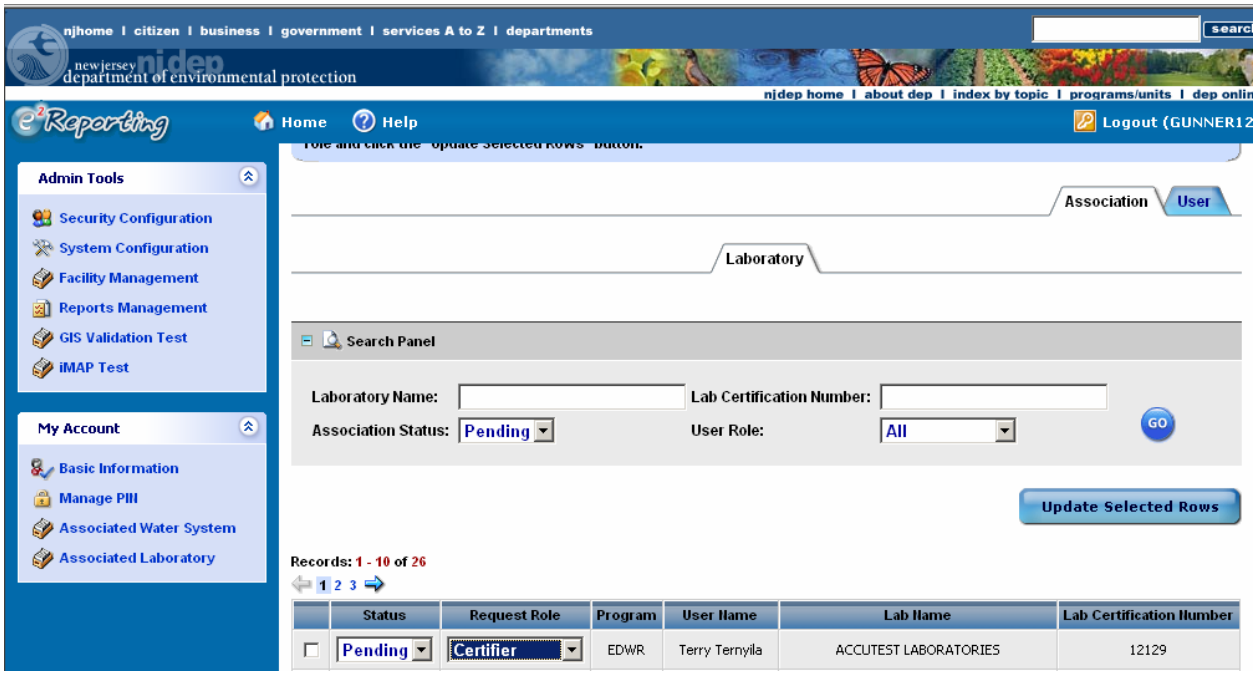


Figure 3.16 Screen Shot Indicating that A Certifier Has A Lab Association Request that Must Be Approved by a Laboratory Administrator.

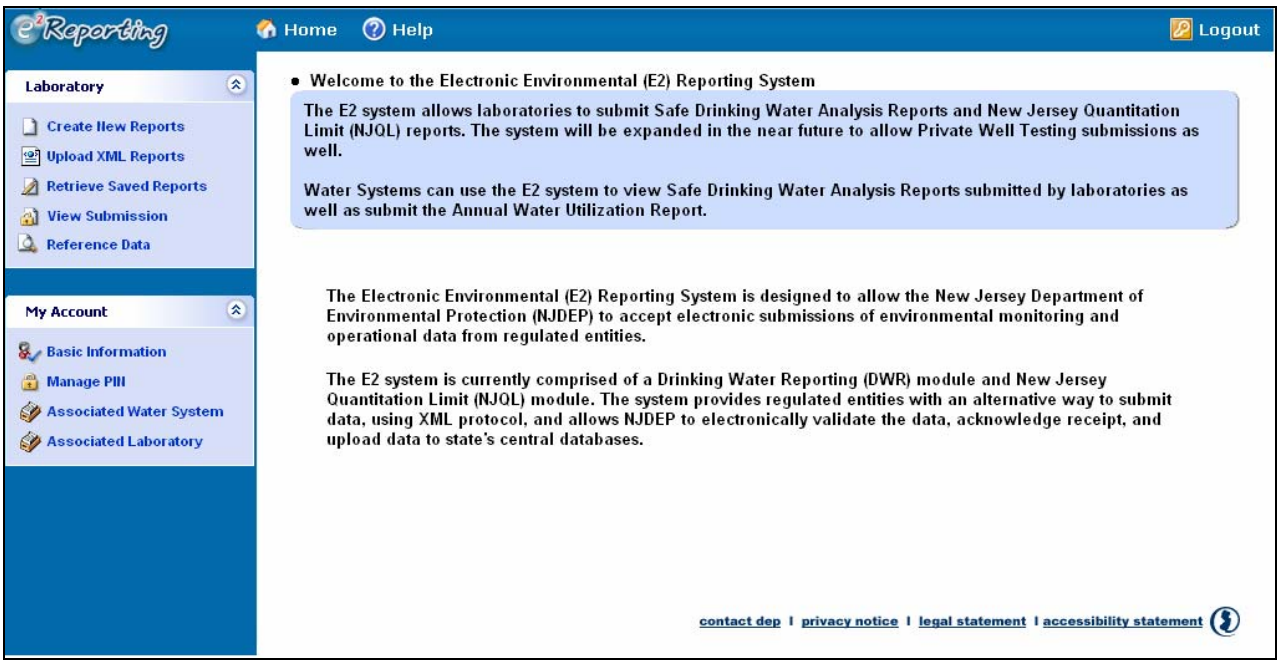


Figure 3.17 The Main E2 Screen.

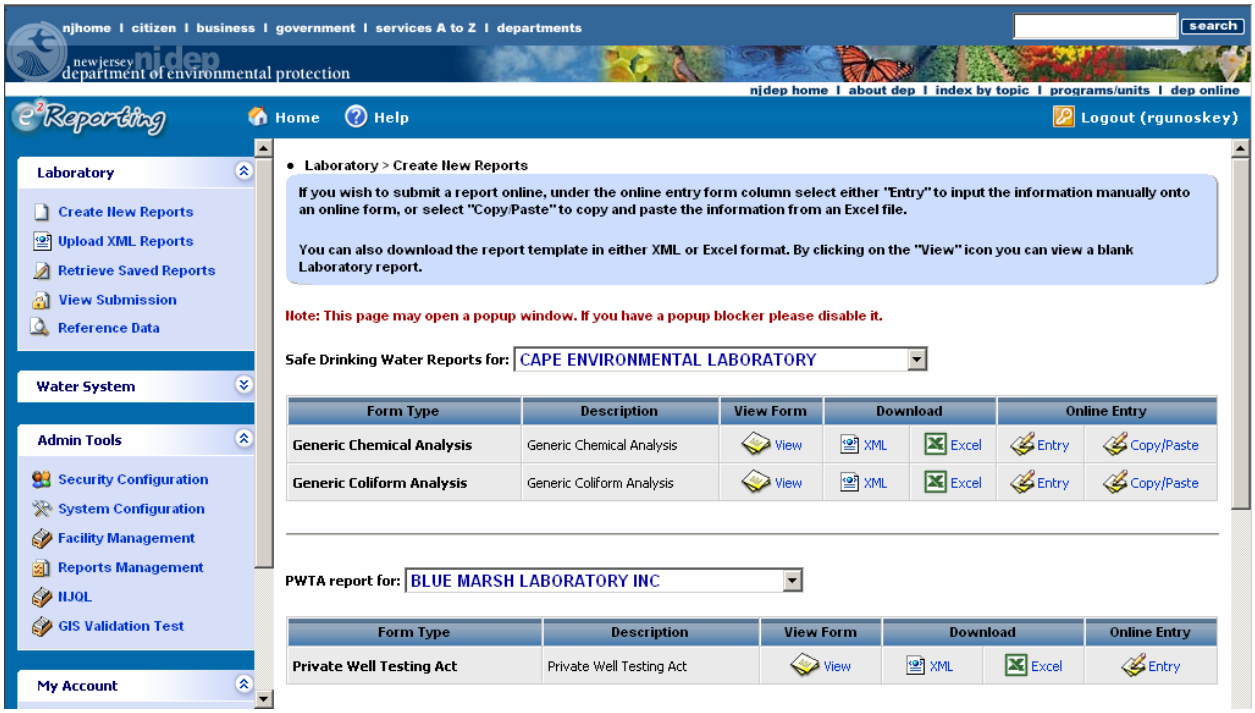


Figure 3.18 Select a Method to Generate an XML File Under the PWTA Section.

3.2 Request Access for Additional Users

Any person (in addition to the Certifier or Laboratory Administrator) that wishes to access laboratory reports within E2 will also need to be granted access to the laboratory. This can be accomplished by logging into E2, and requesting access to a particular laboratory. The user will request one of the following account types:

User Type	Account Privileges:
Preparer	Allowed to download and prepare laboratory reports. Allowed to view reports and past submissions, but not certify or upload any submissions.
Certifier	Allowed to download, prepare, upload, review, and certify the accuracy of reports. Allowed to submit reports to the state agency.
Laboratory Administrator	Allowed to download, prepare, upload, review, and certify the accuracy of reports. Allowed to submit reports to the state agency. Allowed to approve or deny requests from others requesting to be associated with the laboratory

Each person may have a different access level depending on the laboratory and NJDEP program. For example, an employee for “Laboratory A” may have Certifier privileges for the PWTA program, but Preparer privileges for the NJQL program. The Laboratory Administrator can change the access level of a user for his or her laboratory at any time.

The Laboratory Administrator can also approve additional personnel from their lab to be Preparers or Certifiers for their laboratory. This can be accomplished by doing the following:

1. The Laboratory Administrator logs into E2 through NJDEP Online and the myNew Jersey page.

2. Click on the 

link under the Admin Tools module.

3. Click on the 

tab and enter the name and/or certification number of your laboratory.

4. Change the status from “Pending” to 

in the drop-down box. Place a check mark in the empty white box next to the status.

5. Click the 

button and the individual is now active. Please note that, a Certifier must have completed, signed, submitted, and notarized the Electronic Signature Agreement form (E2-ESA-001) to the NJDEP. Once this is received and accepted, the NJDEP will e-mail the certifier a PIN # to submit electronic PWTA data.

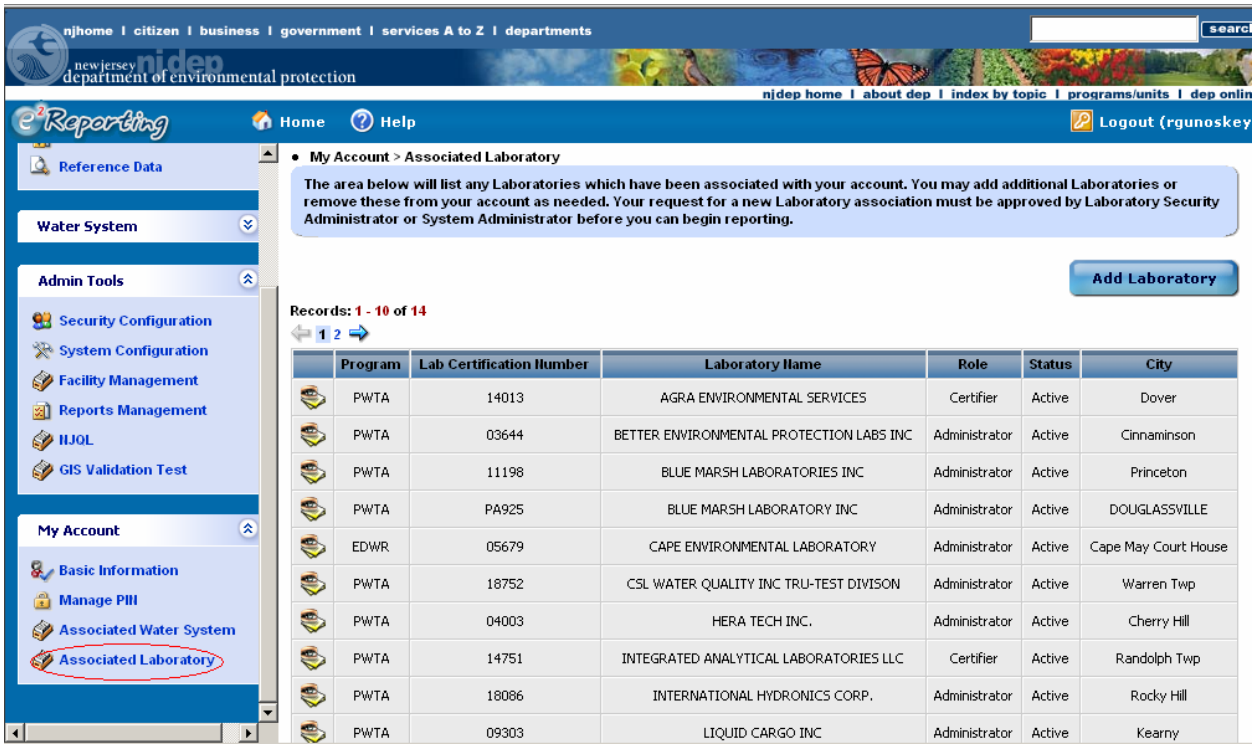


Figure 3.19 Click on the Associated Laboratory Link to Request an Association and Role With a Specific Laboratory.

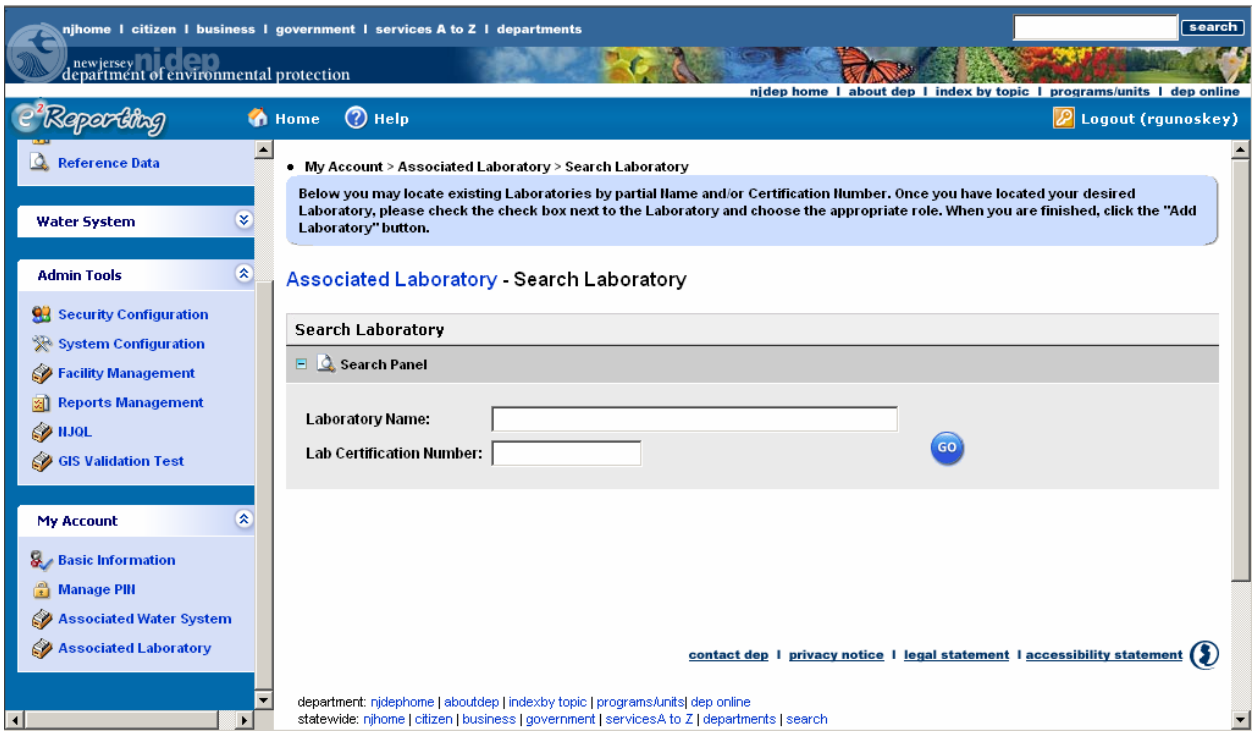


Figure 3.20 Fill in the Name and/or Certification Number of the Laboratory that you are Requesting Association.

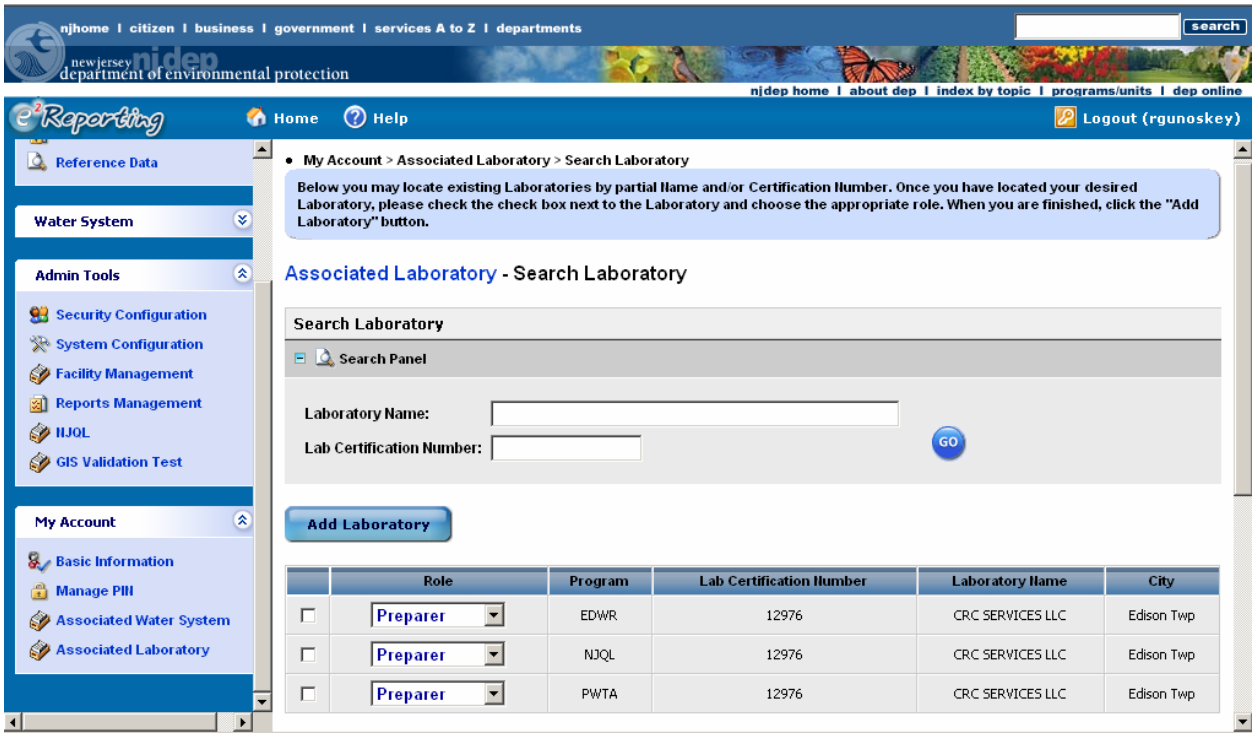


Figure 3.21 Fill in the Role and Program for which you are Requesting to Submit Data Using E2.

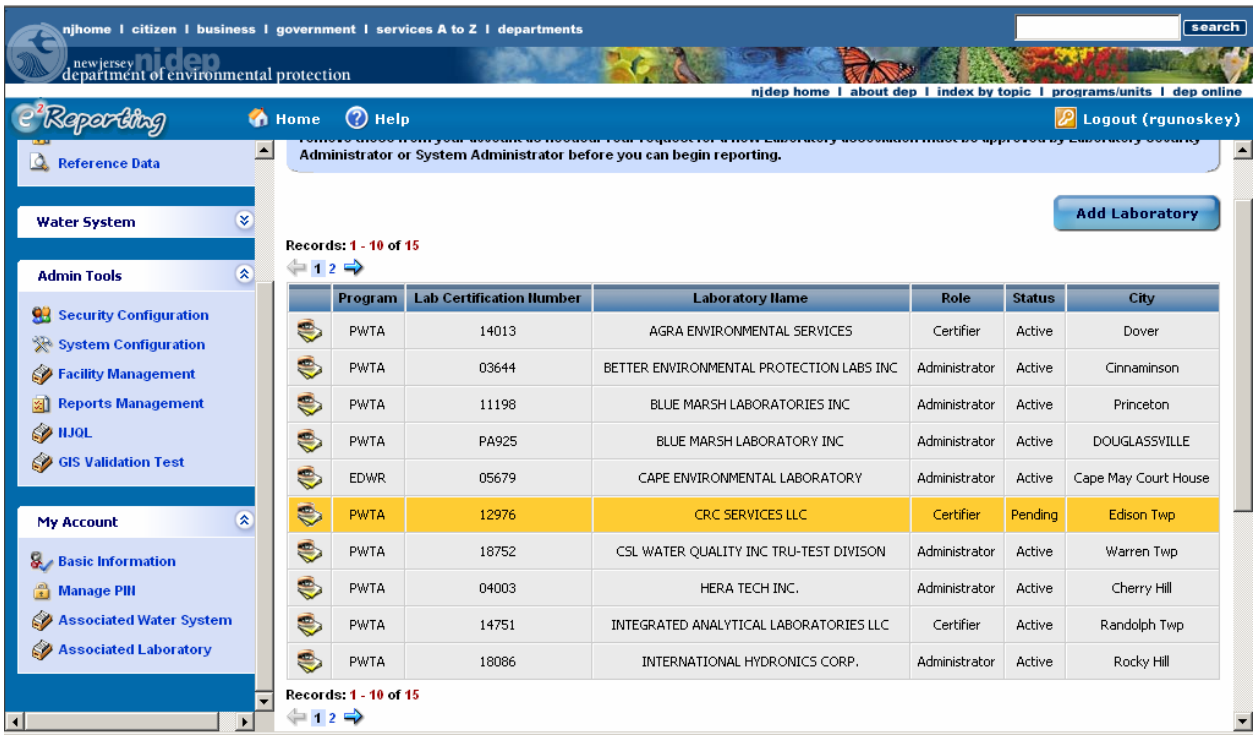


Figure 3.22 Check the Status of your Association Request.

If a user chooses to disassociate themselves from a particular laboratory they should perform the following steps:

1. Log into the E2 system through NJDEP Online and the myNewJesey home page.
2. Click on the 

link under the My Account module on the main E2 page.
3. Click on the  icon in first column for the desired laboratory. This will bring up the screen in Figure 3.23.
4. Click on the 

button.
5. Click on the “Ok” button and you will be disassociated from the selected laboratory as shown in Figure 3.24.

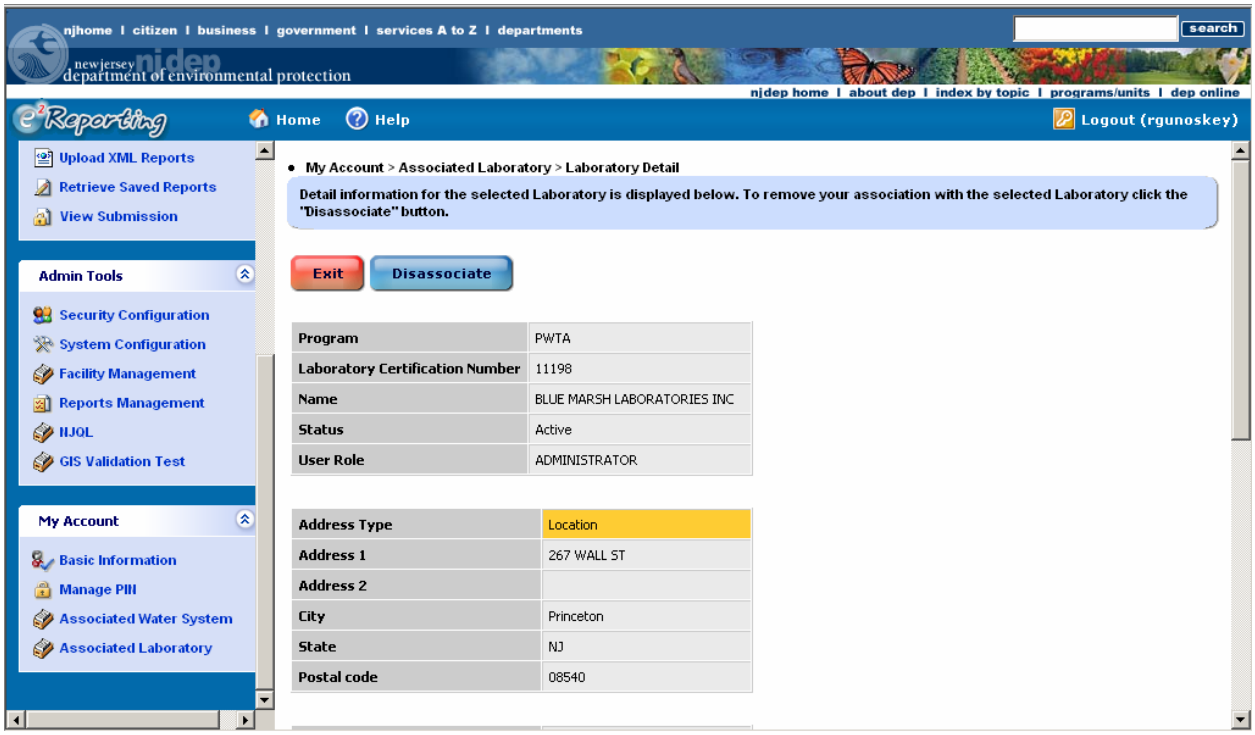


Figure 3.23 The Disassociate Laboratory Screen in E2.

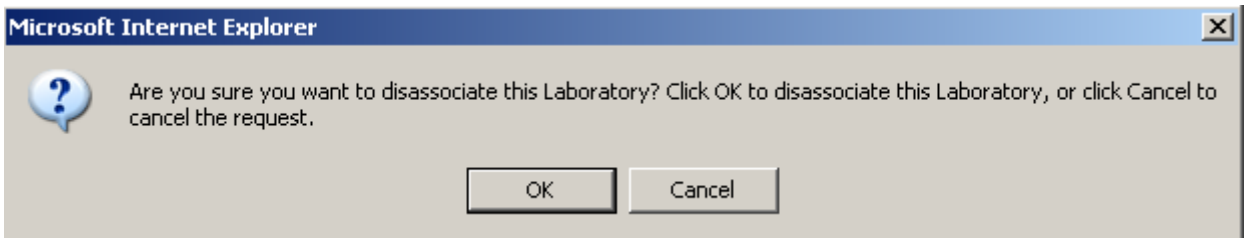


Figure 3.24 Dialog Box Confirming Disassociation Request From a Specific Laboratory.

3.3 Acceptance and Use of a PIN

Only persons registered with a “Certifier” account are issued a PIN and are allowed to certify and submit reports to NJDEP. Each Certifier has a unique PIN that should not be shared with others. By accepting a PIN, the user agrees to be legally bound and responsible for all uses of the electronic signature as if it were a hand-written signature. It must be kept confidential. Failure to maintain confidentiality of the PIN may result in suspension or inactivation of E2 privileges. It is recommended that each reporting Laboratory have a minimum of two “Certifier” accounts.

If a user forgets their PIN # to upload PWTA XML reports or it’s security is compromised, they can go into E2 to request a new one. As stated above, the initial

PIN # to upload PWTA XML reports is generated and sent to the user by the NJDEP. The steps for requesting a new PIN # to upload XML reports is as follows:

1. Go to njdeponline.com, enter your User Name and Password in the myNewJersey home page. Click on the DEP Online Services link. Then click on the Private Well Testing Act to log into the E2 system. The initial screen of the E2 system is shown in Figure 3.17.
2. Under the My Account module, click on the Manage PIN link.
3. Enter your 4 digit verification code (last four digits of your Social Security Number or other number) that you originally listed on your Electronic Signature Agreement form.
4. Click in the check box next to the "I agree to the terms and conditions in the agreement below" statement.

5. Click on the Request New PIN button. Your new PIN # to upload PWTA XML reports through E2 will e-mailed to your account's e-mail address.

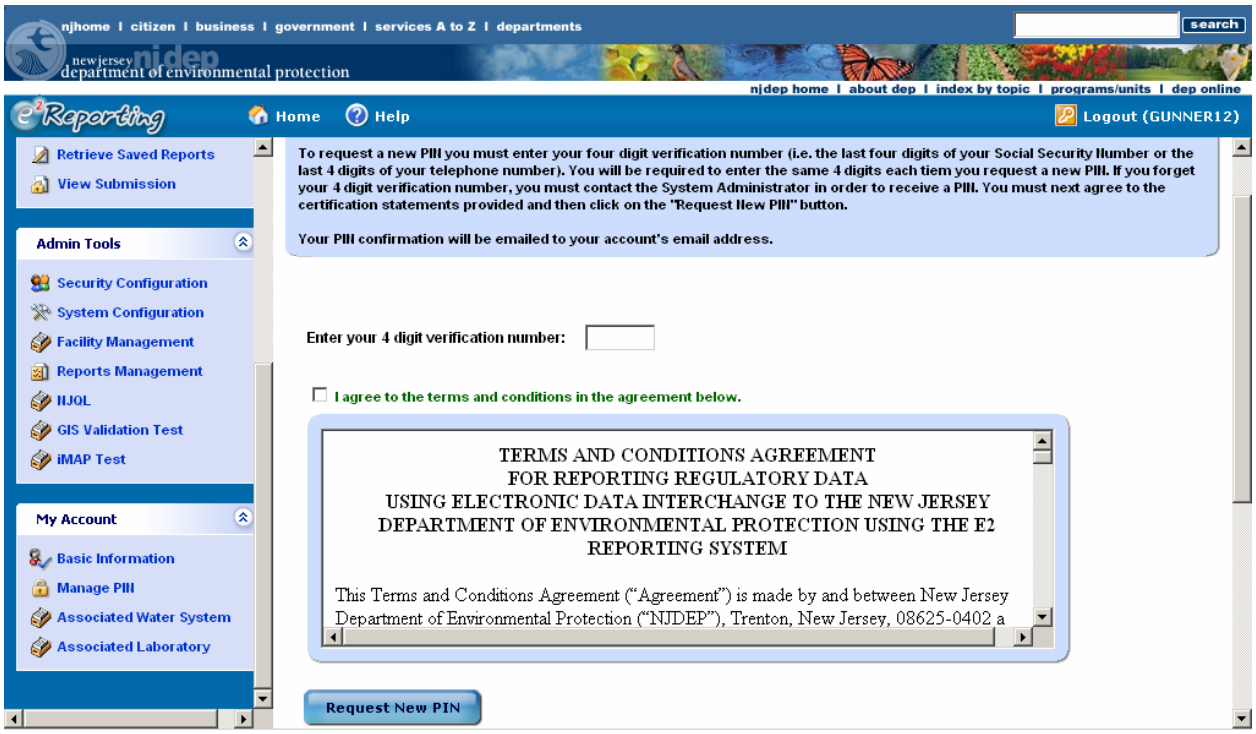


Figure 3.25 Screen Shot Illustrating how to Request a PIN # to Upload PWTA XML Reports.

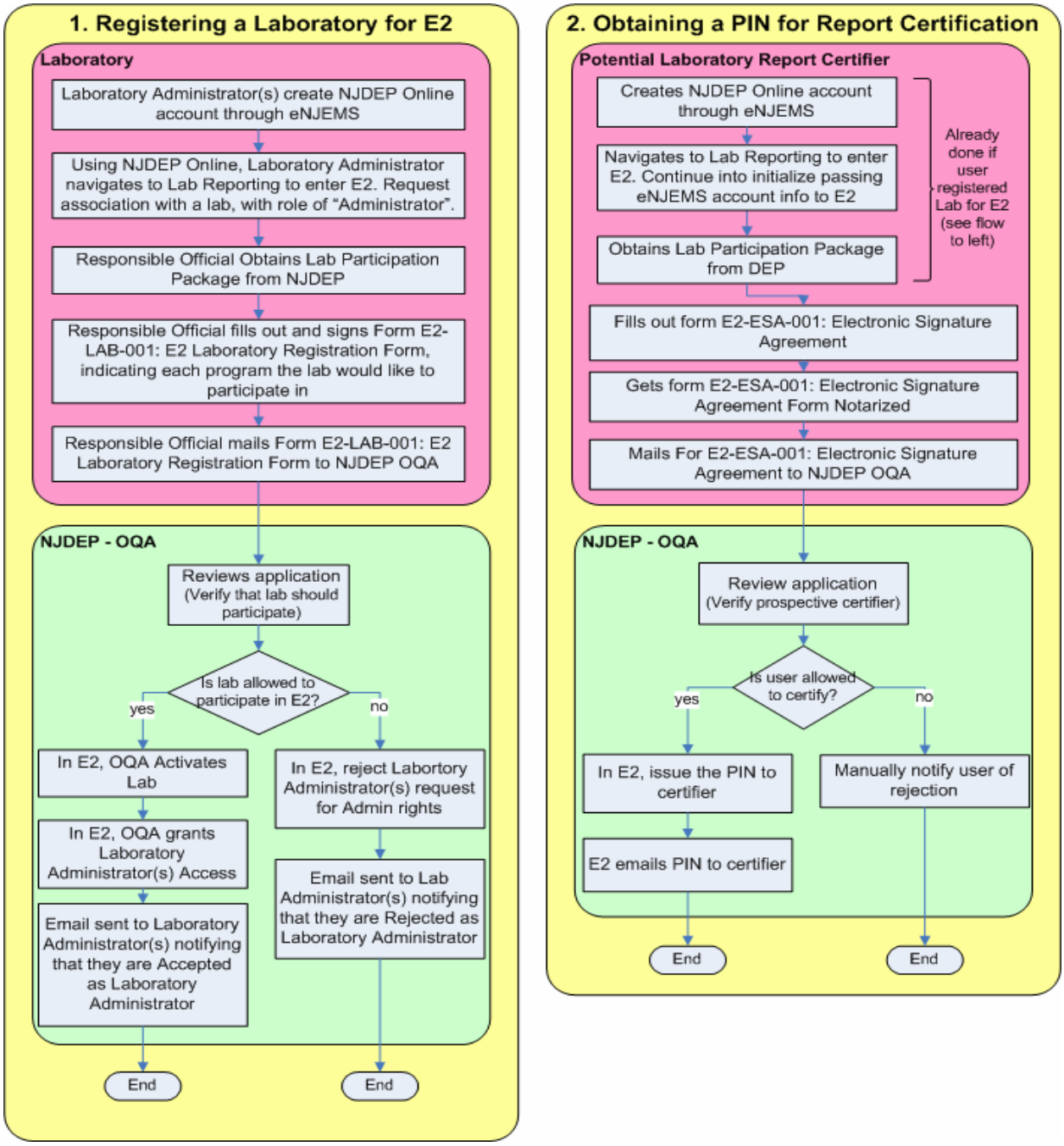


Figure 3.26 Flow Chart of the Laboratory Registration Process for Electronic PWTA data reporting Through the E2 System.

Note: If a laboratory no longer wishes to submit PWTA data to the NJDEP, they must fill out the E2 Laboratory Inactivation Request Form (E2-LAB-002). This form must be signed and submitted to the address listed in Step 2 above. This form deactivates a laboratory for electronic reporting through the E2 system. A laboratory is still obligated to continue to use E2 to conclude any unfinished business (e.g. reporting or correcting submissions) that occurred during the time the laboratory was an active E2 participant. This form can be downloaded at the PWTA website (http://www.state.nj.us/dep/pwta) or the NJDEP E2 website (http:www.state.nj.us/dep/online/e2).

3.4 Generating an XML File Containing PWTA Data

PWTA electronic data must be in an XML format. Each file will be assigned a unique Submission ID number by E2 to uniquely identify each submission. Each submission or file must contain all required data for the reporting period and is considered to be one file requiring only one Submission ID. Any subsequent transmission or resubmission requires a different Submission ID, which will be assigned by E2. A certified PIN holder can then transmit the file to the NJDEP using the E2 Website.

Alternatively, laboratories can use the NJDEP's online web entry form to enter data using the E2 system. The NJDEP's E2 system will then generate the XML file based on the data the laboratory entered. A certified PIN holder can then transmit the file to the NJDEP using the E2 Website.

As stated previously, there are three (3) ways in which to generate PWTA data for submittal to the NJDEP utilizing the E2 system as shown in Figure 3.7. These include:

1. **LIMS Programming/Upload:** The reporting laboratory may choose to utilize their Laboratory Information and Management System (LIMS) as the vehicle to generate the analytical results in an XML (.xml) file format for upload to the NJDEP. Upload may be in batch format or as single submissions. The files for batch upload must be zipped, while the single file upload does not. The final .xml file(s) containing analytical results must be in the exact XML Schema format specified in this manual (Appendix 16). Additional information concerning this method of generating an XML file is provided in Chapter 5.

2. **Online Web Entry:** Once PIN access has been granted, the reporting laboratory may begin to generate and submit private well testing results electronically by entering PWTA data directly online through a web-based application form. For easy use, the format of the online data entry form has been designed to mimic the data flow of the Excel spreadsheet. The web form consists of three basic data element sections: 1.) the Demographic Section, 2.) Well and Sample Information Section, and 3.) Results Information Section. Once data entry is completed, the user must then validate the data by clicking on the "Validate Results" button, and then either store it in E2 for future editing or submission, or send it immediately to the data base by clicking 

button. Additional information concerning this method of generating an XML file is provided in Chapter 6.

3. **Spreadsheet/Upload:** The reporting laboratory may choose to utilize a newly designed Excel spreadsheet specifically created for the new PWTA system. The spreadsheet works very much the same way as the former version in the previous PWTA database management system. Once PWTA data is entered there is a button that converts the data file to XML format. The newly created XML file must then be uploaded by using the web based E2 application. Upload may be in batch format or as single submissions. Additional information concerning this method of generating an XML file is provided in Chapter 7.

- NOTE: It is imperative that all reporting laboratories follow the above-referenced instructions exactly as provided to eliminate any potential submittal problems.

3.5 Submitting an XML File Containing PWTA Data

Once a file has been created and has passed all validation checks utilizing one of the aforementioned methods, it must be submitted to the NJDEP. There are two ways for reporting labs to submit PWTA XML files electronically:

1.) **Web Entry Online Form -** the user (reporting lab) having entered PWTA data on the online form may submit the data files directly through the E2 web based application by clicking the 

button once the data has been validated.

2.) **Single or Batch Online Upload -** the user (reporting lab) may upload the XML file(s) created by a Laboratory Information and Management System (LIMS) or Excel Spreadsheet template, by clicking the upload button on the E2 web based application and browsing for the file(s) to be submitted. If multiple files are to be submitted via batch on-line upload, they must first be compressed into a .zip file format and submitted.

4.0 Frequently Asked Questions Concerning the Electronic PWTA Submittal Process

4.1 How are duplicate PWTA submissions handled by the E2 system?

Duplicate XML files will not be accepted by the new E2 delivery system. If **ALL** data is exactly the same in a resubmitted (duplicate) file the delivery system will reject the submission. The duplicate submission will not be stored in the database. The system will generate an email back to the reporting laboratory indicating that the submission was rejected. To see the details regarding the rejected submission, the reporting lab must log onto the E2 delivery system and look up the rejected submission under the file Submission ID number.

4.2 How are corrected PWTA submissions handled by the E2 system?

Corrected XML files will be accepted as long as the correction is considered a significant change. Significant changes to a file include:

- address changes
- block/lot changes
- municipality/county changes
- test requestor information
- analytical result changes

If a correction must be made to the data that was previously reported, the PWTA reporting laboratory must create a new XML file. All data, not just the corrected numbers/values, must be included in the corrected submittal. The XML document format includes provisions for indicating that the submission is a revision, and indicates the Submission ID number of the previously submitted information. This file is sent in the same manner as the original submission, with its own unique Submission ID number. The E2 system tracks each transaction creating a chronology of submissions for each PWTA reporting laboratory.

Once a corrected file is submitted, validated and accepted by the E2 delivery system the initial file will be permanently overwritten.

NOTE: Do not resubmit a corrected file until a confirmation email has been sent by the NJDEP indicating the first submission has been successfully received. The E2 system will generate an e-mail back to the laboratory indicating that a submission has been received. A laboratory must log into E2 to check the status.

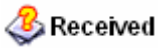
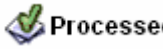
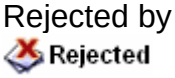
4.3 How do I check on the status of my PWTA file Submission?

The E2 website includes a method for tracking the submissions from a reporting laboratory. In E2, to view the status of a submission, perform the following steps:

1. Click on the 

link under the laboratory module.

2. Select the Lab Name, Submission Status, Program (PWTA) and Dates Submitted between and click the GO button. A list of submissions for the selected laboratory will be listed as shown in Figure 4.1. The following submission statuses are available:

Status	Explanation
Received by E2 	The E2 system has received the submission. This does NOT indicate whether or not the submission met the necessary reporting requirements or passed data validation. This status is represented by a question mark icon.
Processed by E2 	The E2 system has successfully processed and validated the submitted information and the submission is available for viewing or printing. This status is represented by a green question mark icon.
Rejected by E2 	The E2 system did not accept the XML file. A system message is provided which explains the reason the submission could not be interpreted, accepted, or validated by the E2 Server. The file must be re-submitted. This status is represented by a red "X" icon.

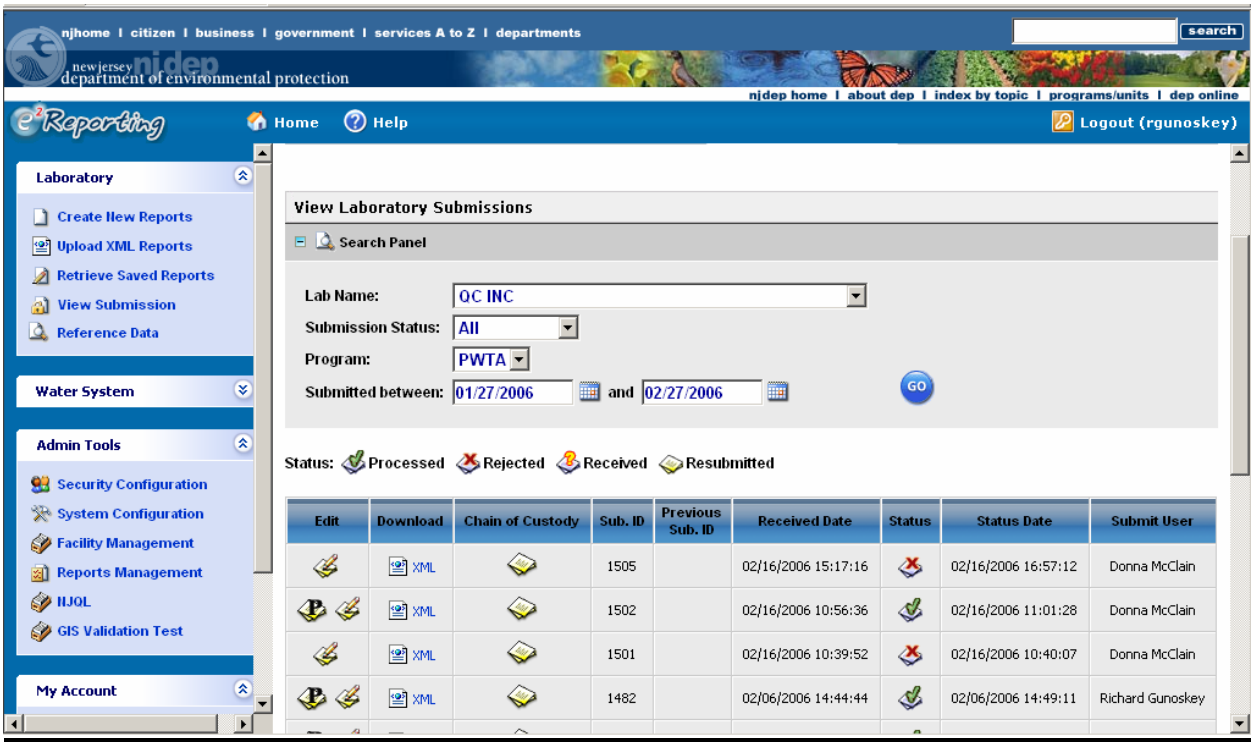


Figure 4.1 The Submission Status Screen in E2.

Confirmation of the "Received" status and a Submission ID number are provided by the E2 system after the file is submitted. Additionally, the system will email a receipt message to the Certifier's email account. The Laboratory can then view the submission status at the E2 website once the PWTA submission has been received as described

above. It is the Laboratory's responsibility to verify receipt of the PWTA data submission.

4.4 How are non-PWTA analytes handled by the E2 system?

Non-PWTA analytes will result in the XML file being rejected by the E2 delivery system (this may happen if the file is generated by a LIMS if programmed incorrectly). The same logic is true for county specific analytes that appear in counties not requiring those analytes. For example, if arsenic results are included in a submission for a property in Salem County the submission will be rejected by E2 since the submission does not contain the proper number & type analytes. Salem is a county that does not require arsenic analysis as part of PWTA testing.

4.5 What are the minimum computer system requirements needed by a PWTA reporting lab?

The minimum computer system requirements for using the NJDEPOnLine electronic portal/ E2 are as follows:

Hardware Requirements:	Pentium II processor or higher 256 MB of RAM or higher 100 MB disk space
Software Requirements:	Microsoft Windows 2000 or higher
	Microsoft Internet Explorer or Netscape Navigator Browser (version requirements specified on the NJDEPOnLine web page (http://www.njdeponline.com/)
	Adobe Acrobat Reader (Version 6.0 or higher) WinZip (Version 8.0 or higher) or similar program
Internet Connectivity:	Broadband Internet Connection or higher

Note: The PWTA Excel spreadsheet template was programmed in Microsoft Excel 2003 format. In order to use the spreadsheet to submit PWTA data, you must have Microsoft Excel 2003 or higher.

4.6 What if my computer operating system is Mac and not Windows?

Please note that, the E2 Electronic Environmental reporting system will not work on a computer running the Mac operating system.

4.7 How can I obtain Technical assistance from the NJDEP?

I.) All aspects of the electronic data submittal are provided on the PWTA website at **http://www.nj.gov/dep/pwta** **or**

II.) Call the PWTA HOTLINE and ask for technical assistance with the database system at 1-(866)-4PW-TEST (479-8378) or

III.) Email us at: *submitquestionPWTA@dep.state.nj.us*.

IV.) Refer to the NJDEP E2 Reporting System website at http://www.state.nj.us/dep/online/e2/. This website contains user guides, system documentation, link to the PWTA website, and other information related to the E2 system.

5.0 XML File Format Requirements for Data Submittal via Laboratory Information Management System (LIMS)

5.1 XML Format Summary

The new XML Schema format has already been provided to those laboratories that utilize a laboratory management information system (LIMS) to generate their PWTA data. The data files that are generated by the LIMS must be in XML format and must conform to the field names, lengths, types, etc. as described in the formatting requirements discussed in this section.

Many of the data fields in the previous file format (.txt) are the same in this XML version; however, some fields have been renamed and/or relocated to another section of the file for clarification purposes. Some sections have been renamed or subdivided as well. In other instances new fields have been created so that NJDEP can better evaluate the water quality data collected.

The new XML format has four primary data element sections in the file:

- **Header Information**
- **Demographic Information**
- **Well and Sample Information**
- **Results Information**

5.2 Header Section

Three fields in the previous version have been relocated to the Header Section: Full/Partial test, Reporting Lab Certification Number, and Report Date. All are required fields. The first three fields of this section (Form Identifier, Revision Indicator, and Replaced Reported Reference Code) will be auto populated by the new delivery system. As a result, these fields must be represented in the XML file format.

5.3 Demographic Section

This section contains information about the test requestor and the property in which the well that was sampled is located. There are two subsections: Test Requestor Information, and Property Information. Two new required fields have been created in the Test Requestor Subsection: Test Requestor Type and Sample Purpose. For those using a LIMS, please refer to Table 5.2 which lists the formatting of these fields.

In the Property Information Subsection of the Demographic Section, several new fields have been created: Contract of Sale Date, Property Municipality, Property State, Property Zip Code, Year of Home construction, Treatment Present, and Treatment Type. For those laboratories using a LIMS, please refer to Appendix 5 which lists options for the treatment type field.

5.4 Well and Sample Information Section:

This section contains information about the characteristics of the well sampled, and the information about the sample itself. There are two subsections: Well Information, and Sample Collection Information. In the Well and Sample Information Section, several fields were moved into this section from the former Property Information Section of the previous PWTA database system; some are required and some are conditionally required. In the previous version of the PWTA database system, many of the data fields referred to the "property" characteristics instead of the well characteristics. In this version we have clarified many fields to indicate that they are characteristics of the well sampled. As a result, many of the data fields now begin with the word "well". These fields are: Well Block and Lot, Well County Code, and Well County/Municipality Code. In addition, we have changed the names of the X and Y coordinates to better reflect what they represent. They are now called NJ State Plane Easting feet (X), and the NJ State Plane Northing feet (Y). The GPS reference point code now includes an additional option of "alternate location" to be used in cases where none of the provided options are applicable. If the “alternate location” value is selected, then the GPS Reference Point Comments field is now a conditionally required field based on the selection of AltLo in the GPS Reference Point Comments Field. This field must be populated to explain where and why the well GPS coordinates were collected (See Appendix 7).

In the Sample Collection Information Subsection, two new data fields were created: Flushing Location and Flushing Information Comments. The flushing location is a required field that collects information about "where" the flushing of the sample took place. If the none of the choices apply in Appendix 10 then the "alternate location" should be selected. If alternate location is selected, the flushing information comments field is now a conditionally required field based on the choice of "AltLo" in the Flushing Location field. The (required) untreated sample location field replaces the former collection point code field in the previous version of the PWTA database system and now offers various sample location options from which to choose (See Appendix 9).

5.5 Results Section:

Three new fields have been added to this section: Radiological Result Count Error, Qualifier, and Results Comments. The Radiological Result Count Error is conditionally required and to be populated **only** when a gross alpha result is reported in the results section. The Qualifier field is a value “flag” that codes the value as cautioned or qualified for interpretation. It is left null for unqualified values. The Results Comments field is used to make specific comments about any of the data in the submittal.

Some new microbiological data validation logic has been devised for the new system and is outlined below. Please be sure your submissions reflect this logic otherwise the file will be rejected.

Reporting Microbiological PWTA Results
(Total Coliform, Fecal and E.coli)

RESULT	UNITS	QUALIFIER	DETECT FLAG	MDL(default)
>0 (1-200)	Col/100ml or MPN/100ml	NULL	Y	NA
NULL	Col/100ml or MPN/100ml	TNTC	Y	NA
NULL	Col/100ml or MPN/100ml	P	Y	NA
NULL	Col/100ml or MPN/100ml	A	N	NA

TNTC= Too Numerous Too Count
P= Presence
A= Absence
NA= Not Applicable

Microbiological Validation Logic

If Qualifier equals "null", then Result must be an integer >0 and Detect Flag must be "Y"

If Qualifier equals TNTC, then the result must be null and the Detect Flag must be"Y"

If Qualifier equals "P", then Result must be null, and then Detect Flag must be "Y"

If Qualifier equals "A", then Result must be Null and Detect Flag must be "N"

Note: If total coliform Qualifier field is not “A” (present in some capacity), then either “P”, “A”, or “TNTC” must be present in the Qualifier field, or a numeric value (>0) in the result field for either E.coli or fecal coliform.

Data Reminders:

Use only those drinking water analytical methods for which your lab is certified by analyte. Remember to list those methods that are appropriate for that analyte or the submission will be rejected. For example, do not list a VOC method if you are reporting metals, otherwise you will receive an error.

A final Gross Alpha result is required if the initial Gross Alpha result is greater than 5 pCi/l for those counties that must test for gross alpha or the sample will be rejected. Please note that, it is possible to have a negative result value for both initial and final gross alpha results. If you have a negative gross alpha result, please make sure the Detect Flag field is set to “Y”. The system will not accept a negative gross alpha result

and a detect flag of “N”.

Maximum length is indicated for all text fields. If the information is less than the maximum length, do not pad the value by adding extra spaces.

Date is reported as MM/DD/YYYY (month/day/year). Time is reported in regular time as HH:MM (hour:minute) in the E2 Online Form, thus 10:30 p.m. must will be reported as 10:30 PM. Military time is used only in the Excel Spreadsheet template. AM or PM is required and must be indicated or an error message will be generated.

Some fields are optional, therefore, when a field is not listed as "required", this means that a null or blank is appropriate. However, the field must still be represented in the data by the use of the tab delimiters.

Please note that if a file (full or partial) is resubmitted (i.e. to correct erroneous data), the PWTA database will check the content of the file. If the submission content differs from the database content, the submission will be considered a correction and the different data will replace the existing database data. If the submission content exactly matches that in the database the file will be considered a duplicate and rejected.

5.6 Full PWTA XML Submission

As was the case with the file format from the previous PWTA database system, *one* file must be generated and submitted *for each well sample set* collected and analyzed for the full suite of parameters mandated in the Private Well Testing Regulations (N.J.A.C. 7:9E).

All sections in the file begin and end with the XML style tags and are mapped in Appendix 16.

Below is a description of each data element that comprises the XML file format.

5.6.1 HEADER Information Section

This section contains information related to the submission itself and to the valid values in place at the time the file was created. Each row must be represented in the XML file.

TABLE 5.1 HEADER Information Section of essential elements in a Full XML data set

ID	Field Name	Field Type	Size	Req'd.	Definition	Populated by E2 on Web Entry
Header Information						

1.1	Form Identifier	string	20	X	State assigned form identifier to uniquely identify Report Type at a particular state (NOTE: For PWTA this field is "PWTA")	x
1.2	Revision Indicator	string	10	X	Indicates if this is an original ("Original") or correction ("Revision")	x
1.3	Replaced Reported Reference Code	string	10	XX	The previous Report Reference Code this report intends to replace (for revision only)	X
1.4	Full_Or_Partial_Test	string	10	X	Was the submission a full or partial submission (partial submissions are for coliform only)	
1.5	Reporting_Lab_Cert_Num	string	10	X	Certification number of the lab that is actually submitting the data	X
1.6	Report_Date	date	10	X	Date the report was completed and sent to the test requestor.	

5.6.2 Demographic Information Section

This section is divided into two subsections: 1) **test requestor information**, and 2.) **property information**. The test requestor section contains information regarding why the test was conducted and by whom. The section also contains address related information of the test requestor. However, two new fields have been added for clarification purposes. They include: “Test Requestor Type" field which offers six different drop-down options (Builder, Home Owner, Realtor, Home buyer, Landlord, and Tenant) on the on-line form and Excel spreadsheet template. The second additional field is "Sample Purpose" which offers five drop-down options (Retest, New Well, Sell House, Buy House, and Rental 5 Year Retest) in the On-Line form and Excel spreadsheet template.

The property information subsection contains details about the location of the property that contains the well and information about the house itself. Four new fields have been added for clarification purposes. These new fields include: Contract Of Sale Date, Year of Home Construction, Treatment Present, and Treatment Type if known. Some of these fields are conditionally required and may require a value based on the data entered in other fields.

Table 5.2 Demographic Information Section of Essential Elements in a Full XML Data Set

ID	Field Name	Field Type	Size	Req'd.	Definition	Populated by E2 on Web Entry
Demographic Information						
Test Requestor Information						
2.1	Test_Requestor_Type	String	12	X	Role of test requestor	
2.2	Sample_Purpose	String	30	X	Reason the private well is being sampled	
2.3	Title	String	5		Title of the of the PWTA requestor.	
2.4	First_ Name	String	30	X	First name of the PWTA requestor.	
2.5	Last_Name	String	30	X	Last name of the PWTA requestor.	
2.6	Address_ 1	String	40	X	First line of the mailing address of the PWTA requestor.	
2.7	Address_2	String	40		Second line of the mailing address of the PWTA requestor.	
2.8	City	String	30	X	City of the PWTA requestor.	

2.9	State	String	5	X	USPS state abbreviation or Province of the PWTA requestor.	
2.10	Country	String	5		Home country of the PWTA requestor's address.	
2.11	Postal_Code	String	30	X	Postal code of the PWTA requestor. If US address – 5 digit ZIP code	
2.12	Phone_Number	String	30	X	Requestor phone number including area code.	
Property Information						
3.1	Contract_Of_Sale_Date	Date	10	XX	Only required if a new parameter is added as part of the PWTA analytes. The format for this field is month, day, year. (mm-dd-yyyy).	
3.2	Address_Line_ 1	String	40	X	First line of the property's address of where the sample is collected.	
3.3	Address_Line_ 2	String	40		Second line of the property's address of where the sample is collected.	
3.4	Property_City	String	20	X	City in which the property a sample was collected at is located.	
3.5	Property_State	String	2	X	State in which the property a sample was collected is located	X
3.6	Property_Zip_Code	String	10	X	Zip code in which the property a sample was collected is located.	

3.7	Year_Of_Home_Construction	Number	4	X	The known or approximate age of the dwelling on the referenced property	
3.8	Treatment_Present	Yes/No	1	X	Is there some type of treatment system installed?	
3.9	Type_Of_Treatment	String	30	XX	Lists the type of treatment system(s) installed. This field is only required if a value of "Y" is present in the "Treatment_Present" field.	

5.6.3 Well and Sample Information Section

This section is divided into two subsections: 1.) **well information section**, and **sample collection information section**.

Well Information

Some fields that formerly were in the "Sample" Section of the previous file format are now present in the well information subsection. Examples of such fields that now appear in the well information subsection are the Well Permit Number, Installation Date, and Well Driller Name. Note that now the block and lot *of the well* are required and the county/municipality code *of the well* are required in this section. In most instances these will be the same as that of the *property* but in case they are different this new field allows the user to capture such information more accurately. This well information subsection also contains details about the GPS coordinates and also contains a conditionally required comment field to be used when "alternate location" (Alt-Lo) is chosen for the GPS Reference Point code.

Some fields that formerly were in the "Sample" Section of the previous file format are no longer present in the Sample section. Examples include Full or Partial test, Reporting Lab Certification Number, and Report Date; these fields have been relocated to the Header Section.

As in the file format of the previous PWTA database system, the following conditional fields are only required for new well construction:

- Well_Permit_Number
- Well_Driller_Name
- Well_Install_Date

Table 5.3 Well and Sample Information Section of Elements in a Full Data Set

	Field Name	Field Type	Size	Req'd.	Definition	Populated by E2 on Web Entry
Well and Sample Information						
Well Information						
4.1	Well_Block_Code	number (STRING)	10	X	Block code of the property.	
4.2	Well_Lot_Code	number (STRING)	10	X	Lot code of the property.	
4.3	Well_County_ Code	number	4 (2)	X	2 digit code identifying the county of the well in which sampling was conducted	
4.4	Well_County_Muni_ Code	number	4	X	4 digit code identifying the county and municipality of the well in which sampling was conducted - the first two digits identify the county, the second two digits identify the municipality.	
4.5	Well_ Permit_Number	string	30	XX	Permit number for the well (required only for new construction)	
4.6	Well_Driller_Name	string	20	XX	Name of the well driller (required only for new construction)	
4.7	Well_Install_Date	date	10	XX	Date of well installation (required only for new construction)	
4.8	NJ_State_Plane_Easting_ feet_ (X)	number	20	X	The easting point value of well head or front door of property expressed in New Jersey State Plane Feet (X) coordinate value).	
4.9	NJ_State_Plane_Northing _feet_(Y)	number	20	X	The northing point value of well head or front door of property expressed in New Jersey State Plane Feet (Y) coordinate value).	
4.10	Coordinate_Method_Cod e	string	20	X	Method used to determine GPS coordinates.	
4.11	GPS_Reference_Point_C ode	string	50	X	Code describing the specific location where coordinates were collected.	
4.12	GPS_Reference_Point_C omments	string	255	XX	This is conditionally required only if a value of "AltLo" is entered in the GPS_Reference_Point_Code field.	
Sample Collection Information						
5.1	Sample_Date	date	10	X	Date the sample was collected.	
5.2	Sample_Time	string	5	X	Time the sample was collected.	
5.3	Sampler_Name	string	30	X	Name of the person collecting the sample.	
5.4	Sampler_Affiliation	string	30	X	Name of the company or agency collecting the sample.	
5.5	Untreated_Sample_Locati on	string	20	X	Location describing where the sample was collected (formerly collection point code).	
5.6	Flushing_Location	string	20	X	Location describing where the residence's water supply was purged.	
5.7	Flushing_Information_Co mments	string	255	XX	Used to make specific comments concerning information related to the flushing location. This is conditionally required only if a value of "AltLo" is entered in the Flushing_Location field.	
5.8	Record ID	string		X	Unique identifier for the record within the submission (NOTE: This field is used in the error report to aid in locating records with errors)	X

Sample Collection Information

This section contains many of the same fields pertaining to the sample. Several new fields, however, were added to help in the interpretation of test results during data analysis. For example, flushing location and flushing information comments were added to help understand how/where the sample was flushed in the home plumbing system. This will facilitate interpreting the test results, especially for lead. The flushing location field has several drop-down choices available to those entering data on-line. The comment field is conditionally required only when the "alternate location" for flushing is chosen. Experience has shown that interpreting lead results can be quite problematic and can cause erroneous conclusions about lead exposure.

Please note that the Field Sample Identification Number is no longer required for this new XML format.

Table 5.4 Results Information Section of Essential Elements in a Full Data Set

ID	Field Name	Field Type	Size	Value List ID	Req'd.	Definition	Populated by E2 on Web Entry
Results Information							
6.1	Analyzing_Lab_Cert_Number	string	10		X	NJDEP certification number of the lab that actually did the analysis of a parameter.	
6.2	Analysis_Start_Date	date	10		X	Start date the sample was analyzed for that result	
6.3	Analysis_Start_Time	string	5		X	Start time the sample was analyzed for that result	
6.2	Analysis_Completion_Date	date	10		X	Completion date the sample was analyzed for that result	
6.3	Analysis_Completion_Time	string	5		X	Completion time the sample was analyzed for that result	
6.4	Lab Sample_ID	string	20		X	Unique identifier for the sample in the lab.	
6.5	Method_Code	string	15	10	X	The specific method used to analyze a sample for a given analyte- See Appendix 13 for valid values.	
6.6	CAS_Number	string	15		X	CAS number of the specific analyte	X
6.7	Analyte_Name	string	30		X	Analyte name for the parameter analyzed.	X
6.8	Result	number	20		X	The quantitative reporting value for the parameter. Negative values are possible for gross alpha.	
6.9	Units	string	15	11	X	Units the results are expressed in. With the exception of total coliform, fecal coliform, and E. coli, the units are prepopulated by E2.	X
6.10	Detect_Flag_(Y_N)	Yes/No	1	12	X	'Y' if detected above MDL/MDC, 'N' if not detected above MDL/MDC.	
6.11	Detection_Level_(MDC_MDL)	string	20		X	The result specific MDL (Method Detection Limit) for this parameter including any mathematical corrections required due to sample dilution. For Gross Alpha results this field contains the MDC (Minimum Detectable Concentration).	
6.12	Radiological_Result_Count_Error	number	10		XX	A +/- error value associated with the result value (gross alpha analyses only).	
6.13	Qualifier	string	10	13	XX	A value "flag" that codes the Value as cautioned or qualified for interpretation; left Null for unqualified values. See Appendix 12 for valid values	
6.14	Results_Comments	string	255			Used to make specific comments concerning information related to the results.	

5.6.4 Results Information

This section contains information related to the analytical results of the testing. The Results section will have multiple rows where each row designates a result for a county-required parameter.

The Result Section includes the Sample Date and Time, Sampler Name, Sample ID Number, Lab ID, the name of the analyte or parameter, the concentration of the result, CAS Number, and other information.

Please note that, with the exception of total coliform, fecal coliform, and E. coli the result units for all PWTA parameters are auto populated by the E2 system. The required units for PWTA parameters are as follows:

- micrograms/liter (ug/l) - (used for volatile organics, mercury, arsenic, nitrate, and lead)
- milligrams/liter (mg/l) - (used for iron and manganese only)
- colonies/100 ml or MPN/100 ml - *(*used only for microbiological results which include total coliform, fecal coliform, and E. coli *)*
- picocuries/liter (pCi/l) - (used for radiological results only)
- pH units - *(*used for pH only*)*

5.7 Partial PWTA XML Submissions

The partial file format is only to be used for the submission of additional PWTA testing results from the ***same well that has been previously sampled*** but whose microbiological results have expired. Microbiological results are only valid for a time period of six months. The results from all other PWTA parameters are valid for a time period of one year. **Therefore only total coliform, fecal coliform, or E. coli data can possibly comprise a partial submission.** The new E2 delivery system will not accept partial results for any other parameter at this time.

In the E2 system, there are two types of partial XML files. The two types are a **linked** partial XML file and a **stand alone** partial XML file. A linked partial XML file is a partial file that is associated with an original full submission that has already been submitted to and accepted by the E2 system. As discussed below, in order for a partial to be linked to it's corresponding full submission in E2, the **same** laboratory must have submitted both the full and corresponding partial submissions to E2.

A stand alone partial is a file that is associated with a full submission that has not been submitted to the E2 system (i.e. it was submitted to the former PWTA Equis database system). Since the full and partial are in different database systems (Equis and E2), they cannot be linked together. A stand alone partial also refers to a partial file that was created by a certified laboratory which is different from the lab that created and submitted the corresponding original full submission to the E2 system as discussed below.

Note: In regards to submitting and linking a partial submission to a full submission, if the laboratory submitting a partial is the lab that initially submitted the original full submission to the E2 system, they can be linked. This is accomplished by performing a search in E2 using the Submission ID number of the original full submission. Once the original full submission has been found in E2, a user can click on the  icon under the Edit column to submit the corresponding partial. This partial would now be linked in the E2 system to the original full submission in E2.

If the original full submission was submitted to the former PWTA database system (Equis) and the corresponding partial was submitted to E2, then the  icon will not be available under the Edit column. The full and partial submittals cannot be linked together. Similarly, if a different laboratory from the one that originally submitted the full submission to E2 submits the partial submission to the E2 system, then the  icon will also not be available. As a result, the full and partial submissions cannot be linked. Linking a full and partial submission together in E2 is only available for submissions with a status of 

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6.0 PWTA Data Submittal Utilizing the E2 Online Form

6.1 The E2 On-line Entry Form

This section describes the process for entering PWTA data directly into an online web based application form by accessing the E2 delivery system through the NJDEP's online portal at www.njdeponline.com. Section 3 of this manual describes how to set up an online account by establishing a user ID and PIN. Once these necessary steps are completed the reporting lab is ready to access E2.

6.2 Getting Started

In order to access the E2 system, a certified laboratory must go to www.njdeponline.com, click on the continue button, and enter their DEP user name and password on the myNewJersey homepage as shown in Figure 6.1. After providing your DEP user name and password, you must click on the DEP Online Services link on the next page. On the following page you will be asked to select a program in which you want to submit electronic data. Select the "Private Well Testing Act (PWTA) Analytical Results" link.

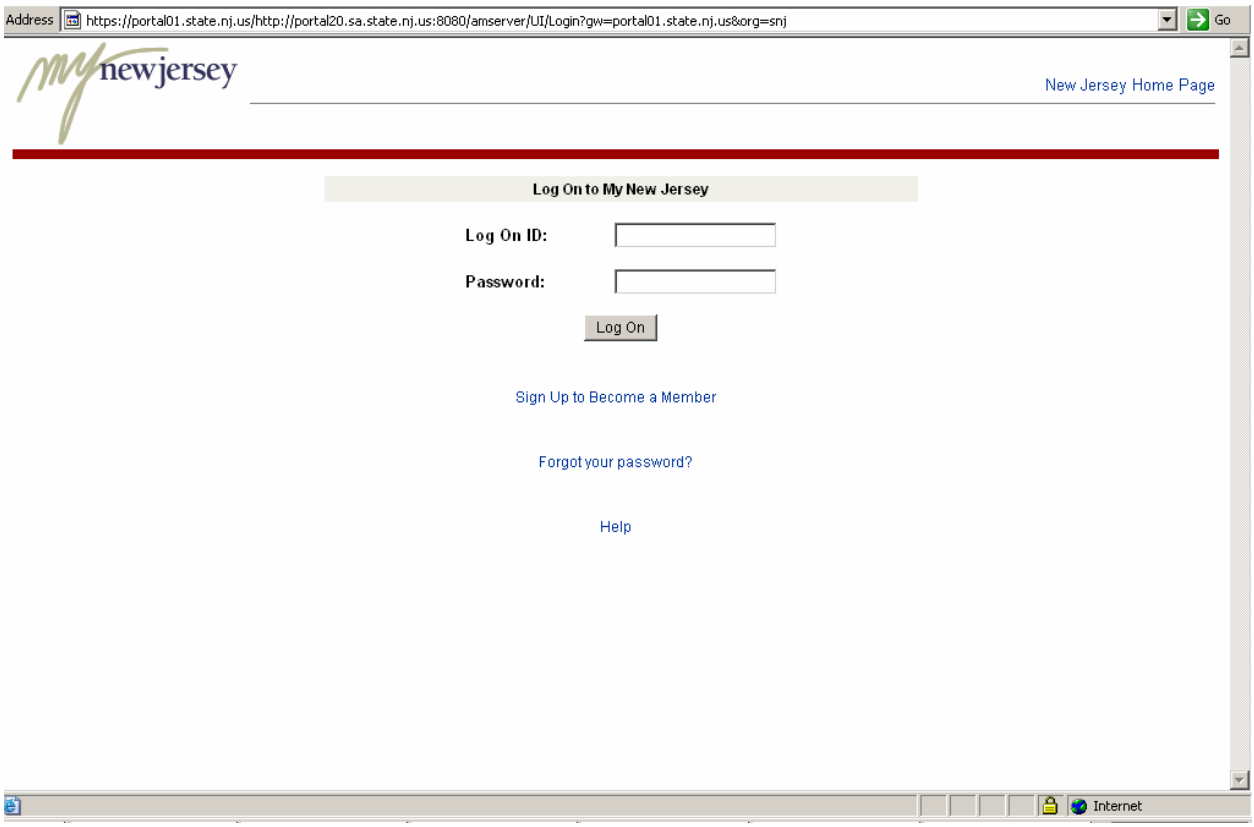


Figure 6.1 The myNewJersey home page

After selecting the continue button, you are brought to the initial screen in the E2 system as depicted in Figure 6.2. From here a laboratory selects the program and method for

generating an XML file and submitting data. Make sure your laboratory is highlighted in the "PWTA Report Form For" drop-down box. Under the "Private Well Testing Reports" section, there are several options listed including: View Form, Download, Online Entry, and Excel Spreadsheet. Select the Entry icon (Online Entry) option to load the PWTA Online Entry Form.

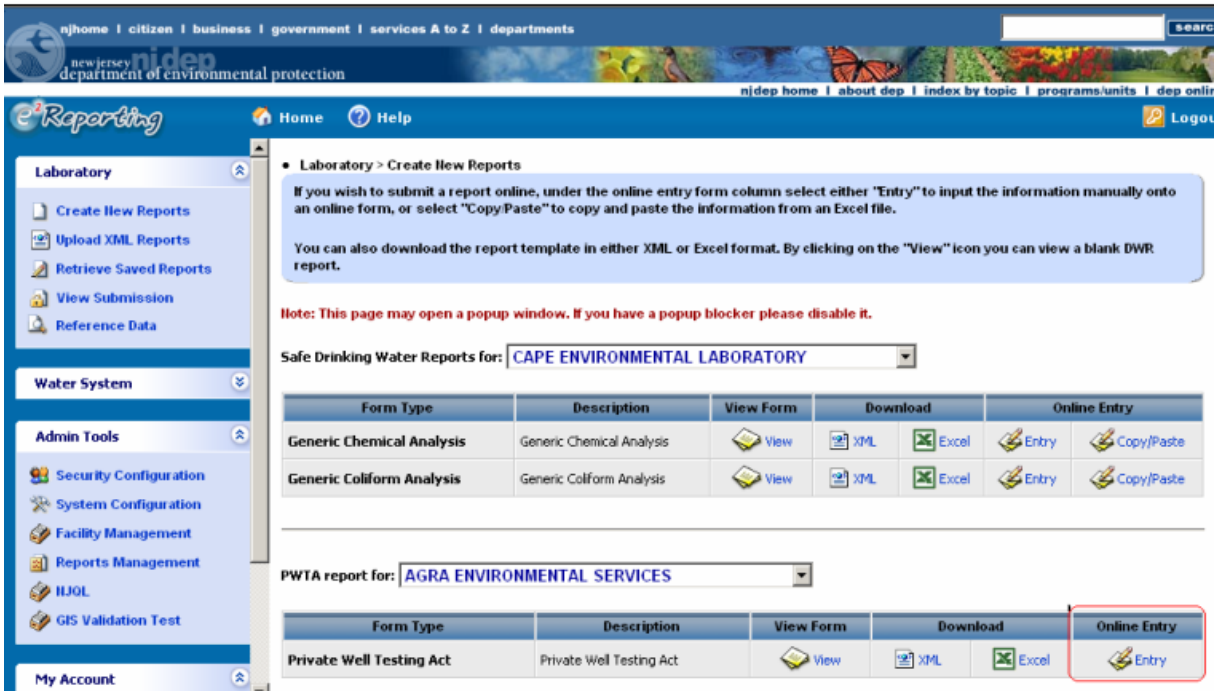


Figure 6.2 Initial screen in E2 in which a certified laboratory selects the program and type of electronic report to send to the DEP.

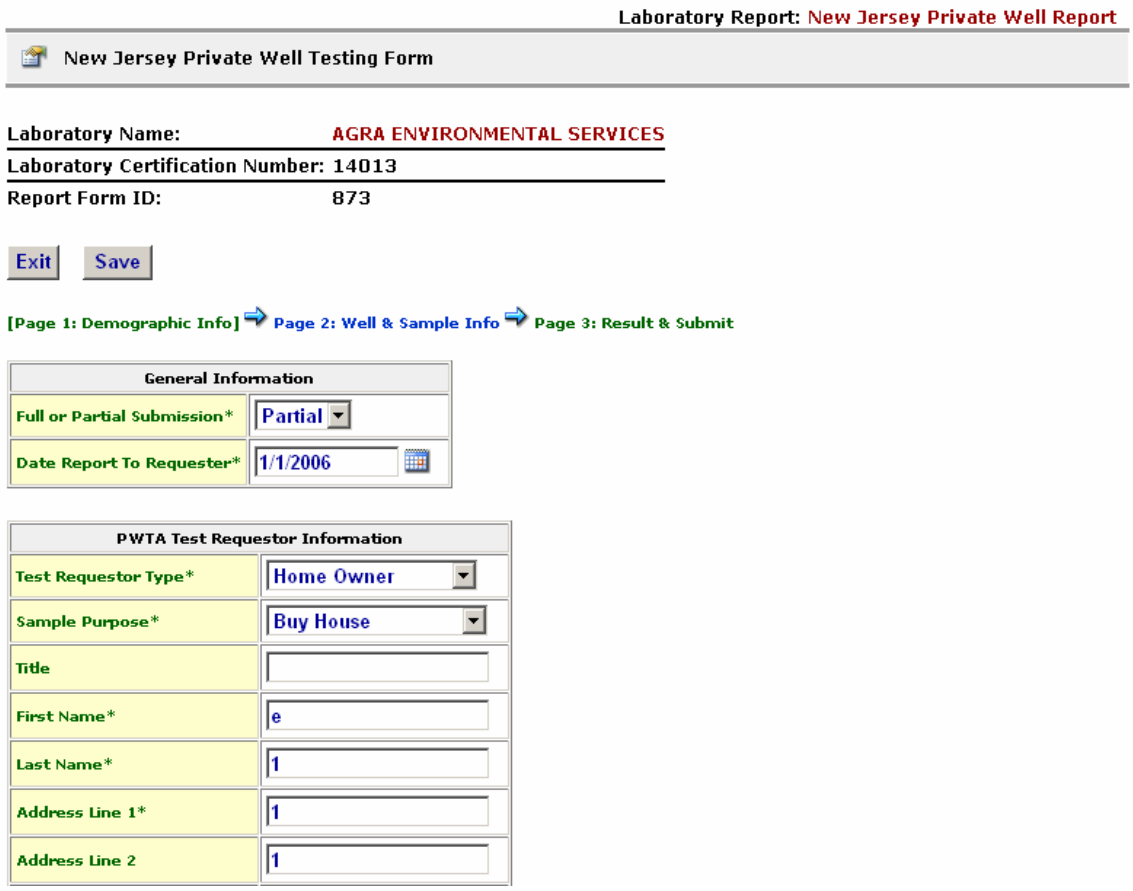
The PWTA online report form consists of three main pages: Demographic Information, Well and Sample Information, and Results and Submit which are listed on both the top and bottom of the screen. The user must correctly complete ALL of the required fields marked with an asterisk on all three pages or they will not be able to generate and submit an XML file automatically.

6.3 Basic Information

For convenience, the online form has been designed to closely resemble the PWTA Excel spreadsheet template which is discussed in Chapter 7. When you first enter the E2 online form, you are automatically brought to the first page (Demographic Information) as shown in Figure 6.3 below.

For each page, enter the correct information in the proper format for all of the applicable fields on that page. Once you have completely filled in all of the fields for a page, click on the Save button located at the top of the screen to save your data. You can also click on the next page in sequence to save your work and move onto the next page as shown in Figure 6.4. If a lab selects to only fill out a portion of the form, and intends to

complete it a later date, click the Save button and then the Exit button. A lab can return to a saved, unfinished PWTA report at anytime by following the procedures listed in Section 8.6. By clicking on the Save button or the next page in sequence, the E2 system will perform some validation checks to ensure all of the required fields have an entry in the correct format. If the validation checks identify any errors



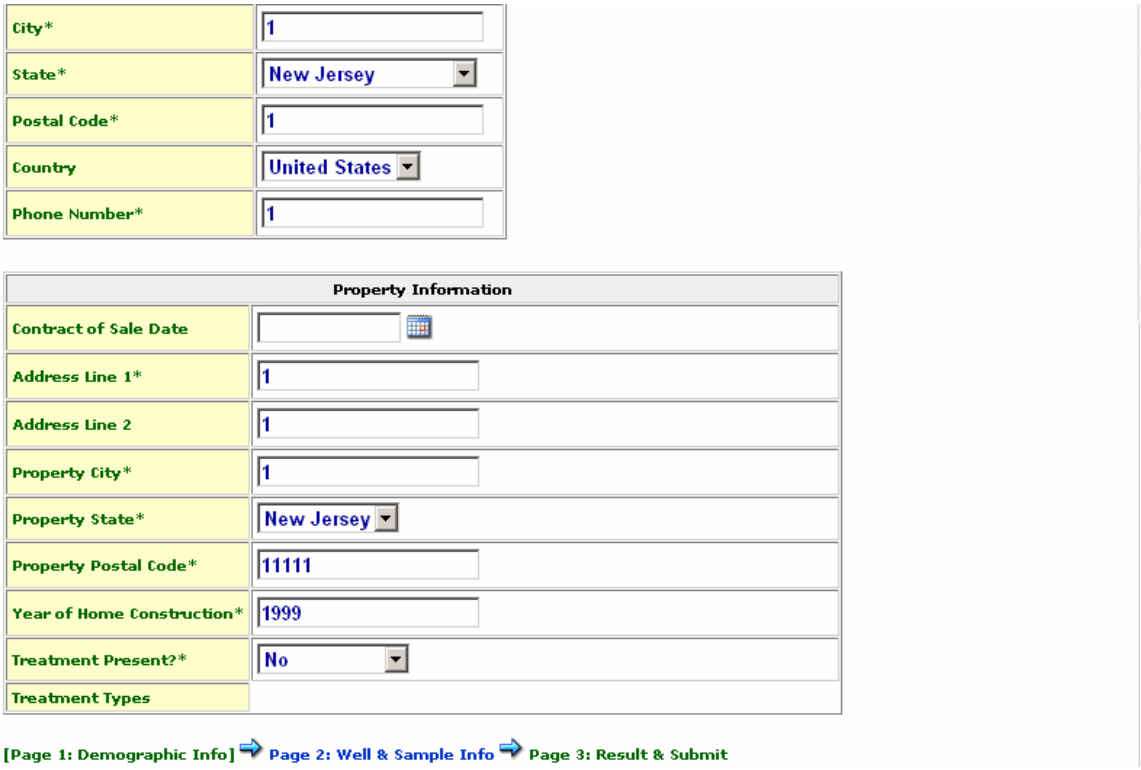


Figure 6.3 The Demographic Information Page of the PWTA On-Line Entry Form.

(i.e. a required field with no entry), then the report cannot be saved and a red "X" will appear next to the field with the error as shown in Figure 6.5.

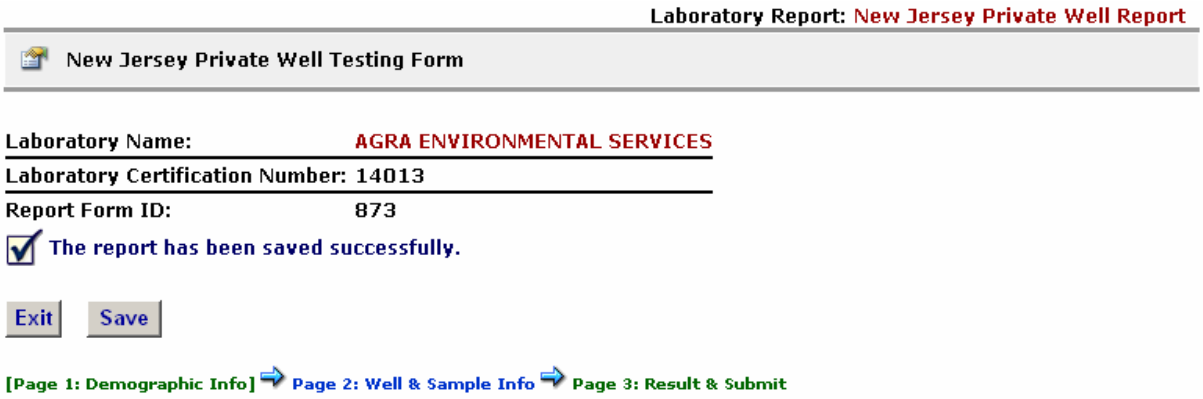


Figure 6.4 Page 1 (Demographic Information) has been filled out correctly. Click on "Page 2: Well and Sample Info" to Save Your Submission and Begin Filling Out Information on this Page.

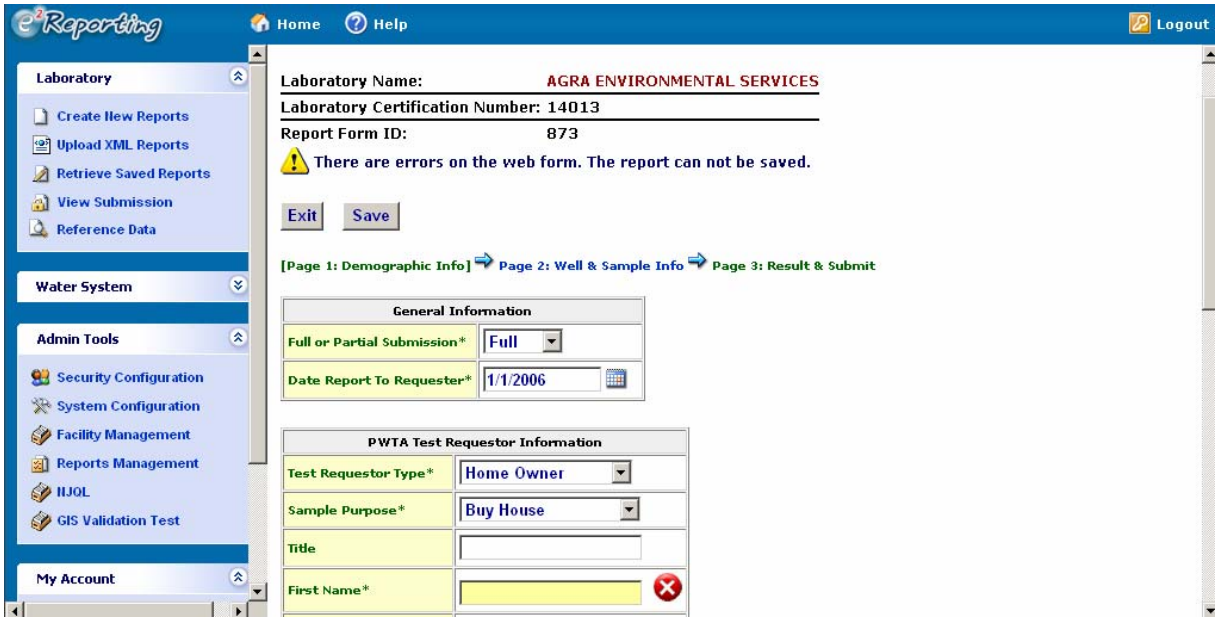


Figure 6.5 The E2 System Has Identified an Error in the On-Line Form as Indicated by the Next to the First Name Field.

Move your cursor over the red "X" to get a detailed explanation of the error for that field. Please note that, you cannot move onto the next page or submit the data until all of the errors (if any) are corrected from the previous page(s). Once all of the pages of the online form are error free, you will be able to generate and submit an XML file containing the PWTA sample results by clicking the Submit to DEP button on "Page 3: Result and Submit".

Several new and old fields have drop-down boxes on their respective pages for your convenience. Additionally, fields requiring dates now have an electronic calendar for easier data entry. The following is a detailed summary of each page, some of the associated fields on that page, valid values, and drop-down menu choices for each of the three pages of the online form.

6.4 Demographic Information Page

As shown in Figure 6.3, the Demographic Information page allows information to be entered about whether or not the submission is a full or partial submittal, the person who requested the well test, the property at which the well sample was collected, and if there is any treatment system on the potable water supply. There are 3 subsections of the Demographic Information page: General Information, PWTA Test Requestor Information, and Property Information.

6.4.1 General Information Section

This section contains two fields. The first field is "Full or Partial Submission". Use this field to identify the submission as a Full or Partial submission in the drop-down menu.

As stated in Section 5.7, the partial file format is only to be used for the submission of additional PWTA testing results from the ***same well that has been previously sampled*** but whose microbiological results have expired. Only total coliform, fecal coliform, or E. coli data can possibly comprise a partial submission.

The second field in this section is “Date Sent To Requester”. This is the date in which the lab sent the test requester the PWTA results.

6.4.2 PWTA Test Requester Section

As shown in Figure 6.3, this section contains information related to the individual or entity that requested the PWTA test. There are several new fields with drop-down menus in this section. These include the Test Requester Type and Sample Purpose Fields. In the Test Requester Type drop-down menu, there are 6 choices: Builder (BLD), Home Owner (HO), Realtor (REL), Home Buyer (HB), Landlord (LLD), and Tenant (TEN). In the Sample Purpose drop-down menu, there are 5 choices: Retest (RTST), New Well (NW), Sell House (SH), Buy House (BH), and Rental 5 Year Retest (RT5YR). Please note that, when an entry is made into the phone number field, E2 will format it as follows: XXX-XXX-XXXX.

6.4.3 Property Information Section

As shown in Figure 6.3, this section contains information related to the actual property at which a water sample was collected for the Private Well Testing Act. There are several new fields in this section including Contract of Sale Date, Year of Home Construction, and Treatment Present. It should also be noted that the Treatment Present field has a drop-down menu for a Yes (Y) or No (N) entry. If “Y” is selected, then a list of treatment types will appear. A user must check at least one treatment type that applies.

The Contract of Sale Date is a new conditionally required field in this section. This field is **only** required when in the future, the PWTA program adds a new parameter to be analyzed for in a specific county or counties. As of November 2007, this field is not required. The logic of this field can be explained in the following example:

If the PWTA program determines that perchlorate must be sampled for in Bergen county beginning September 1, 2006, then the Contract of Sale Date field will become a required field. Consequently, the logic of this field would be: If County = "Bergen" and Contract_Of_Sale_Date >= September 1, 2006, then result field (Page 3 of the On-Line form) for perchlorate cannot be null. For a lessor/lessee situation, the logic is the same: If county = "Bergen" and sample purpose = rental 5 yr retest and sample_date >= September 1, 2006, then the result field for perchlorate cannot be null.

6.5 Well and Sample Information Page

As shown in Figure 6.6, the Well and Sample Information page allows information to be entered regarding the specific location of the well in which a sample

was collected. In addition, detailed information regarding sample collection is also listed. There are 2 sections in the Well and Sample Information Page: Well Information and Sample Collection Information.

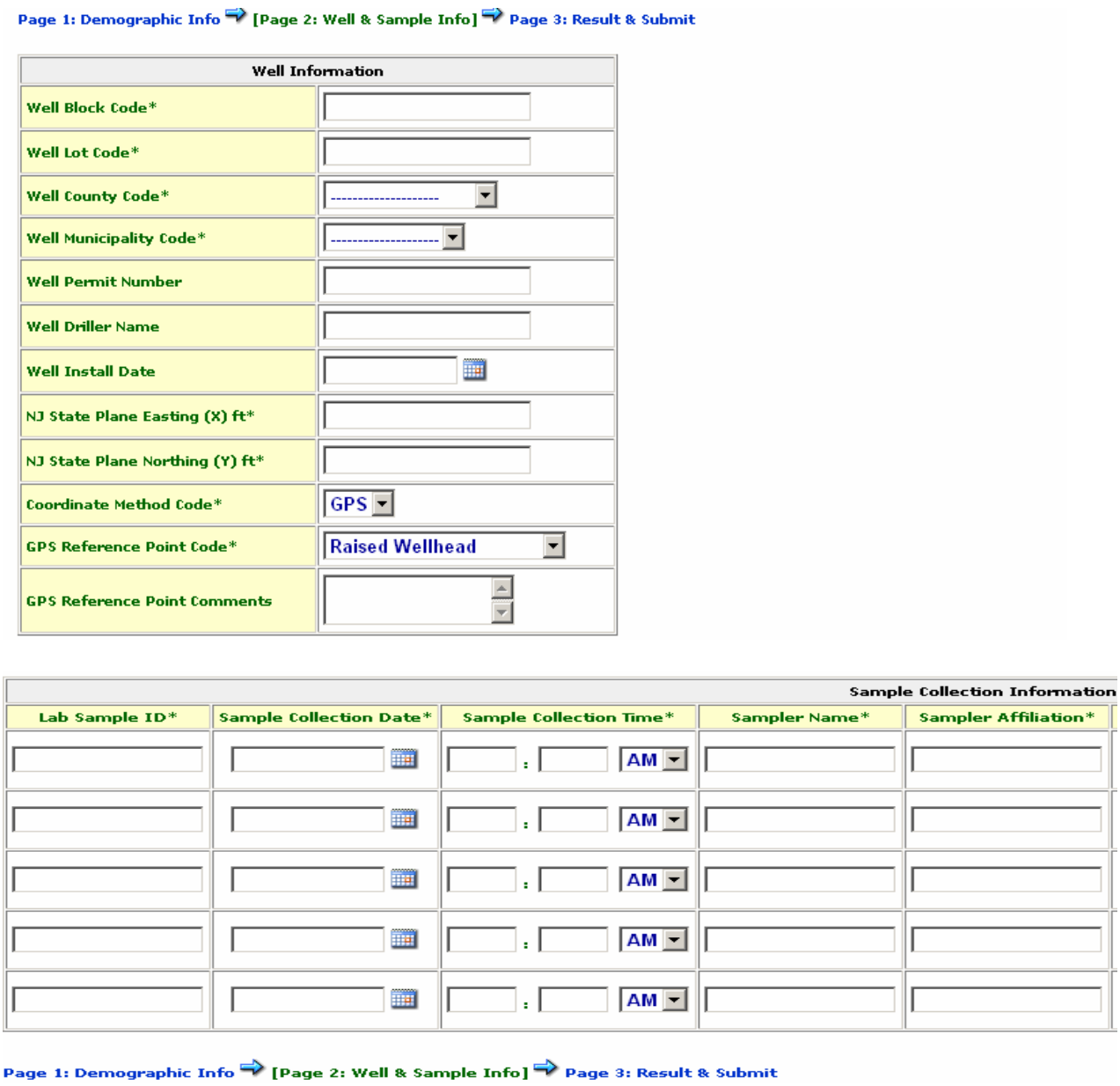


Figure 6.6 Demographic Information page

6.5.1 Well Information Section

Please refer to appendices 1 and 2 to obtain the proper values for the Well County Code, and Well Municipality Code Fields. The Well Driller Name, Well Permit Number, and Well Install Date fields are conditionally required fields. They will become required if a value of “New Well (NW)” is listed in the Sample Purpose field on Page 1 of the

online form. The Coordinate Method Code field should default to GPS and currently has no other choices available in it's drop-down. The GPS Reference Point Code field has a total of six choices in it's drop-down menu. They include: Raised Wellhead (WHR), Well Head Pit (WHP), Sample Collection Point (SCP), Flush mount (WHF), Front Door (FD), and Alternative Location (ALTLO). Please note that if Alternative Location is selected, then an entry **must** be made into the GPS Reference Point Comments field describing the location.

6.5.2 Sample Collection Information Section

There are 2 fields with drop-down menus in this section. They include the Untreated Sample Location and Flushing Location fields. The Untreated Sample Location field has a total of 7 choices in it's drop-down menu. They include: Well Head (WH), Holding/Pressure Tank (HPT), Kitchen Tap (KT), Bathroom Tap (BT), Spigot (SPIGO), Before Treatment (BT), and Alternative Location (ALTLO). The Flushing Location field has a total of 5 choices in it's drop-down menu. They include: Well Head (WH), Holding/Pressure Tank (HPT), Kitchen Tap (KT), Bathroom Tap (BT), and Alternative Location (ALTLO). Please note that if Alternative Location is selected in the Flushing Location field, then an entry **must** be made into the Flushing Location Comments field describing the location.

Results and Submit Page

As shown in Figure 6.7, **t**his page contains the analytical results from an individual well test that was sampled for purposes of complying with the PWTA regulations. Please note that one row should be completed for each parameter analyzed AND all required parameters (based on county location of the well -Refer to Appendix 15) must be submitted in one file.

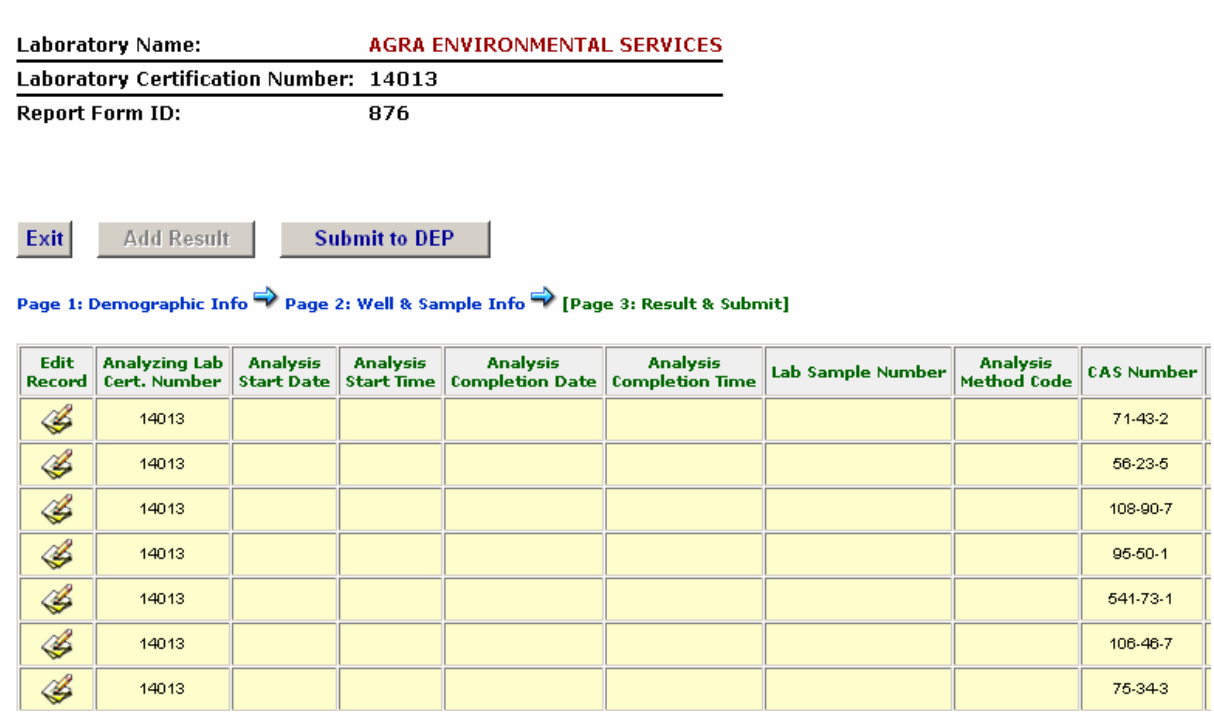


Figure 6.7 Results and Submit Page

When you first view this page, click the  icon under the "Edit Record" column in the row of the parameter you want to enter data for. This will bring you to the screen shown in Figure 6.8. You will notice that several of the fields have already been prepopulated based on the information listed in the Demographic and Well and Sample Information pages. These include: The Analyzing lab Certification Number field which will be auto populated with the Reporting Lab Certification Number since many of the reporting labs are also the analyzing lab. Remember to change the analyzing lab certification number field for those analytes that are subcontracted to another lab for analysis. The Lab Sample ID Number field obtains valid values from the previous Well and Sample Information page where Lab Sample ID Number was provided by the reporting lab. In addition, the PWTA analytes, and their associated CAS numbers are auto populated based on the county/municipality in which the well is located. The Result Unit Code field is auto populated and cannot be edited for all parameters except for total coliform, fecal coliform, and E.coli. The units used are as follows:

- micrograms/liter (ug/l) - (used for volatile organics, mercury, arsenic, nitrate, and lead)
- milligrams/liter (mg/l) - (used for iron and manganese only)
- colonies/100 ml or MPN/100 ml - *(*must be entered manually and used only for microbiological results which include total coliform, fecal coliform, and E. coli *)*
- picocuries/liter (pCi/l) - (used for radiological results only)
- pH units - *(*used for pH only*)*

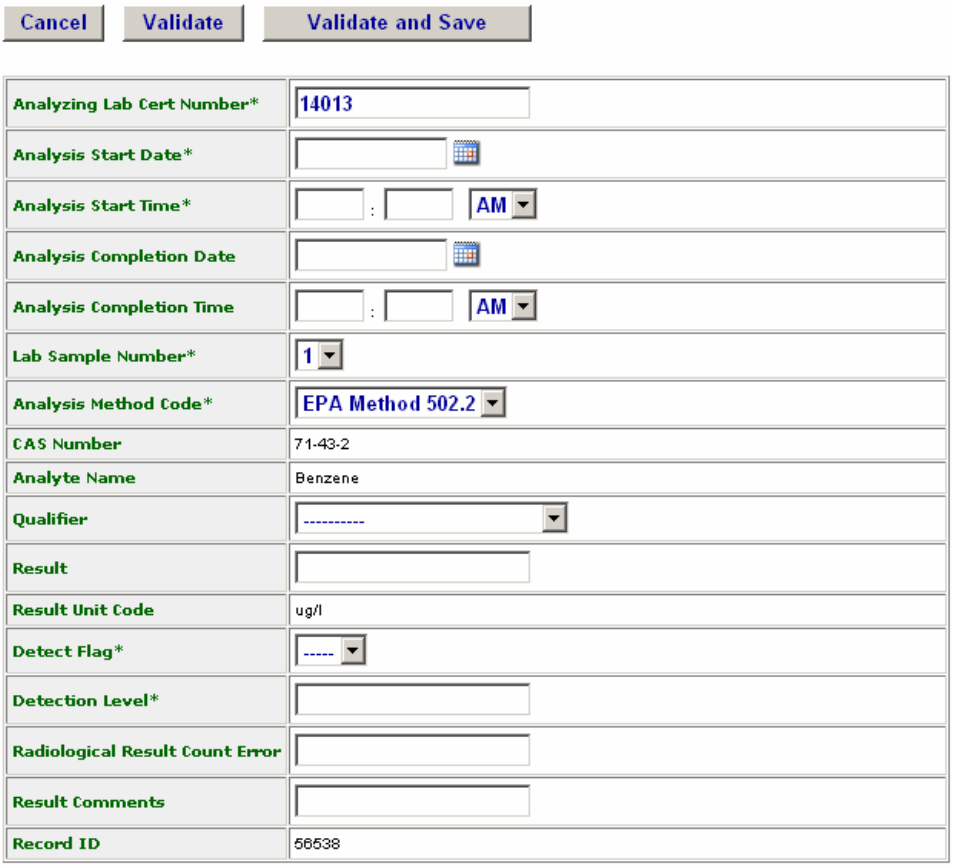


Figure 6.8 Individual Parameter Results Data Entry Page.

Once a lab has entered in all the required data for a specific parameter, click on the Validate button. E2 will perform a series of validation checks to ensure all of the required fields have been filled in with correct values. A lab can also click on Validate and Save button to validate and save the sample results. This will also bring the user back to the screen in Figure 6.7 where they can click on the icon in the applicable row to enter the next result.

Please note that, if you are entering a partial submission utilizing the On-Line form, Page 3: Results and Submit page will look like the screen shot in Figure 6.9.

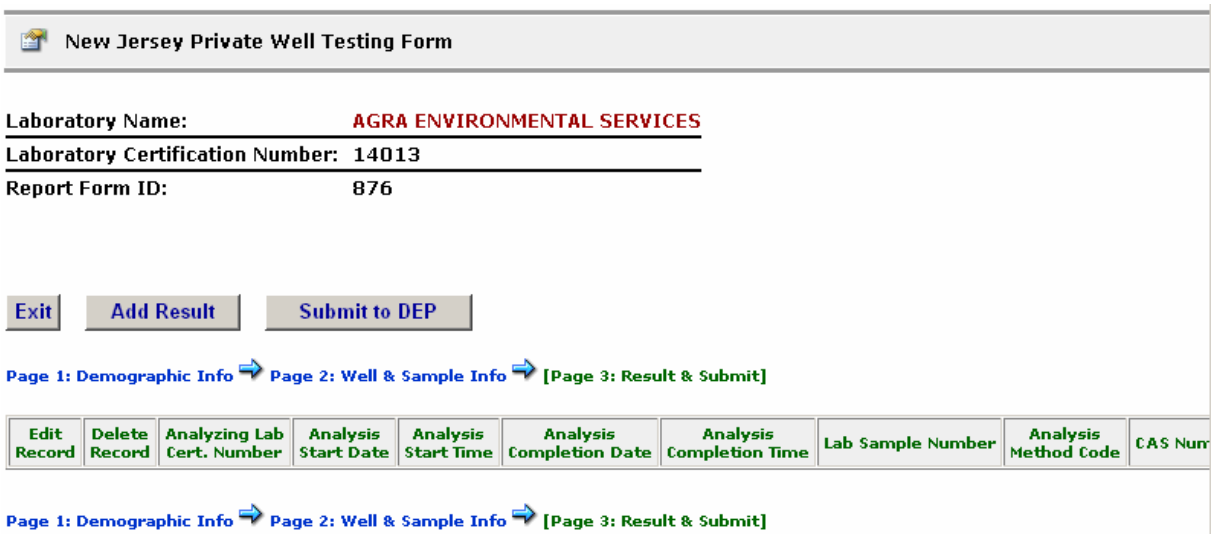


Figure 6.9 Screen Shot of a Partial Submittal in the On-Line Form.

A lab should click on the Add Result button in order to begin entering data for the parameter. As stated in Section 5.7, the partial file format is only to be used for the submission of additional PWTA testing results from the ***same well that has been previously sampled*** but whose microbiological results have expired. Microbiological results are only valid for a time period of six months. Therefore at this time, only total coliform, fecal coliform, or E. coli data can comprise a partial submission. The new E2 delivery system will not accept partial results for any other parameter at this time. If a positive total coliform result is entered and the Validate and Save button is clicked, E2 will bring up the message box in Figure 6.10. Since the total coliform result was positive, the system will automatically add fecal coliform or E. coli to the on-line form based on if the user clicks on "OK" for fecal coliform or "Cancel" for E. coli.

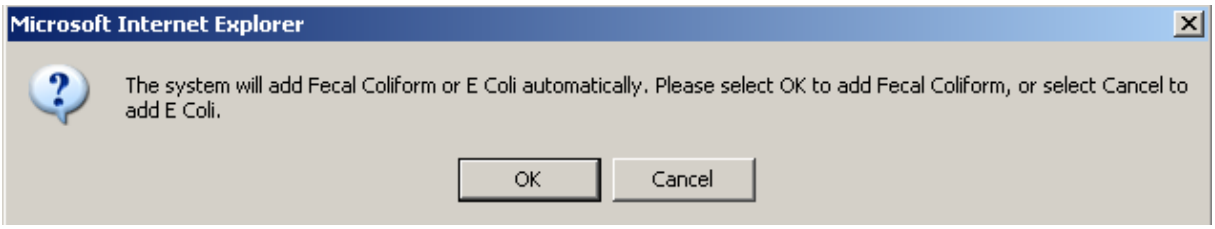


Figure 6.10 Message Box for a Partial Submission if a Total Coliform Result is Positive.

Fill in the results for either fecal coliform or E. coli and click on Validate and Save button.

6.6.1 Submitting a File to the NJDEP Through the E2 Online Form

After completing all three pages of the PWTA report form for a full or partial submission, ensuring that all required fields have a meaningful value, and correcting all errors, the file is ready to be sent to the NJDEP.

Click on the Submit to DEP button. This will bring up the screen shown in figure 6.11. Enter you PIN # in Step 1. Click in the "I Certify" box in Step 2. Click the Submit button in Step 3 to send the XML file to the NJDEP. The lab will be notified via e-mail that there submission was received. If a submission fails, they will receive an e-mail informing them of that situation. You can check the status of this submission as discussed in Section 4.3.

Note: Do not zip the single .xml file(s) you intend to send to the NJDEP. Only zip those files being submitted via batch upload. Please refer to section 2.4 for additional information on batch uploads.

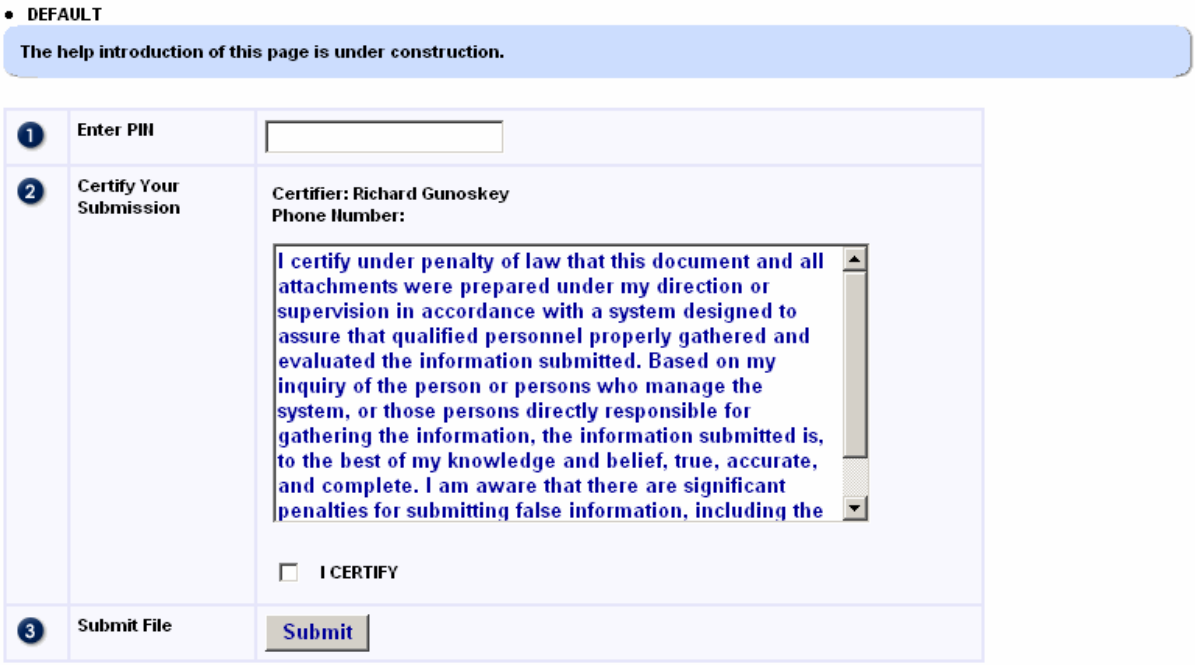


Figure 6.11 The Upload XML File Screen

6.6.2 Important Facts about the Results Screen

The Detect Flag field refers to the presence or absence ("Y" or "N") of an analyzed parameter **above the MDL**. This value is case sensitive so please use UPPER CASE letters only. A "Y" present in this field does NOT automatically mean the results are above an applicable drinking water standard, but rather means that the analyte was "detected" which may or may not be above an applicable drinking water standard.

When analytical results are non-detect a zero cannot be entered into the Result Field. If a result for a parameter is detected below it's MDL, select the "<" from the Qualifier field and insert the actual MDL in the Result field. Do not leave the result field blank for any given parameter except for "qualitative" microbiological results. Please refer to Section 5.5 for the microbiological reporting logic and procedures.

Use only those drinking water analytical methods for which your lab is certified by analyte. Remember to list those methods that are appropriate for that analyte or the submission will be rejected. For example, do not list a VOC method if you are reporting metals, otherwise you will receive an error email message and will not be permitted to proceed.

All approved drinking water method(s) for PWTA parameters utilized during analysis appear in Appendix 13.

MDC and Radiological Result Count Error fields are only to be populated when radiological (gross alpha) results are reported in the submission.

The "<" Qualifier listed in the drop-down menu of the Qualifier field is available to report results that need clarification, such as if an analyte is detected below the MDL, e.g. MDL of 0.50. The remaining qualifiers ("P", "A", and "TNTC") pertain to coliform analyses only. Please refer to section 5.5 for an explanation on how and when to use these qualifiers.

The results comments field is a free text field that may be used to submit any additional information the reporting labs believes to be pertinent to the submission.

Note: There are several advantages to using the on-line form which include:

- No need to have a copy of Microsoft Excel software or be concerned about having the most current version of the spreadsheet.
- No need to have knowledge or expertise of the XML programming language.
- Validation checks, results and feedback are performed and displayed in real time.

The main disadvantage of using the on-line form is:

- If you are dealing with a large volume of PWTA submissions, it can take a long time to complete the on-line form.

7.0 PWTA Data Submittal Utilizing the Excel Spreadsheet

7.1 The Excel Spreadsheet Template Entry Form

This section describes the process for entering PWTA data directly into a specially formatted Microsoft Excel spreadsheet. Please note that as stated in Section 4.5, **the PWTA Excel spreadsheet template was programmed in Microsoft Excel 2003 format. In order to use the spreadsheet to submit PWTA data, a laboratory must have a licensed copy of Microsoft Excel 2003 or higher installed on their machine.** This new Excel spreadsheet is very similar to the spreadsheet used with the previous PWTA database system. As with the online form, the new Excel spreadsheet is composed of three pages or tabs (Demographic Information, Well and Sample Information, and Results and Submit). The new Excel spreadsheet generates an XML file based on the data entered into the fields on the three tabs of the spreadsheet. The XML file can then be uploaded through the E2 electronic delivery system for validation checking. As with the online web based application form, the Excel spreadsheet entry form can be accessed in the E2 system through the NJDEP's online portal at www.njdeponline.com. As stated in Section 3.1, an online account must be established with a user ID and PIN in order to initially access E2 and the Excel spreadsheet.

7.2 Getting Started

The process for initially accessing the Excel spreadsheet is the same as the Online Form. In order to access the E2 system, a certified laboratory must go to www.njdeponline.com, click on the 

button, and enter their DEP user name and password on the myNewJersey homepage as shown in Figure 6.1 above. After providing your DEP user name and password, you must click on the DEP Online Services link on the next page. On the following page you will be asked to select a program in which you want to submit electronic data. Select the “Private Well Testing Act (PWTA) Analytical Results” link.

After selecting the continue button, you are brought to the initial screen in the E2 system as depicted in Figure 7.1. From here a laboratory selects the program and method for generating an XML file and submitting data. Under the “Private Well Testing Reports” section, there are several options listed including: View Form, Download, Online Entry, and Excel Spreadsheet. Select the Excel spreadsheet option to load or save a new spreadsheet template onto your desktop.

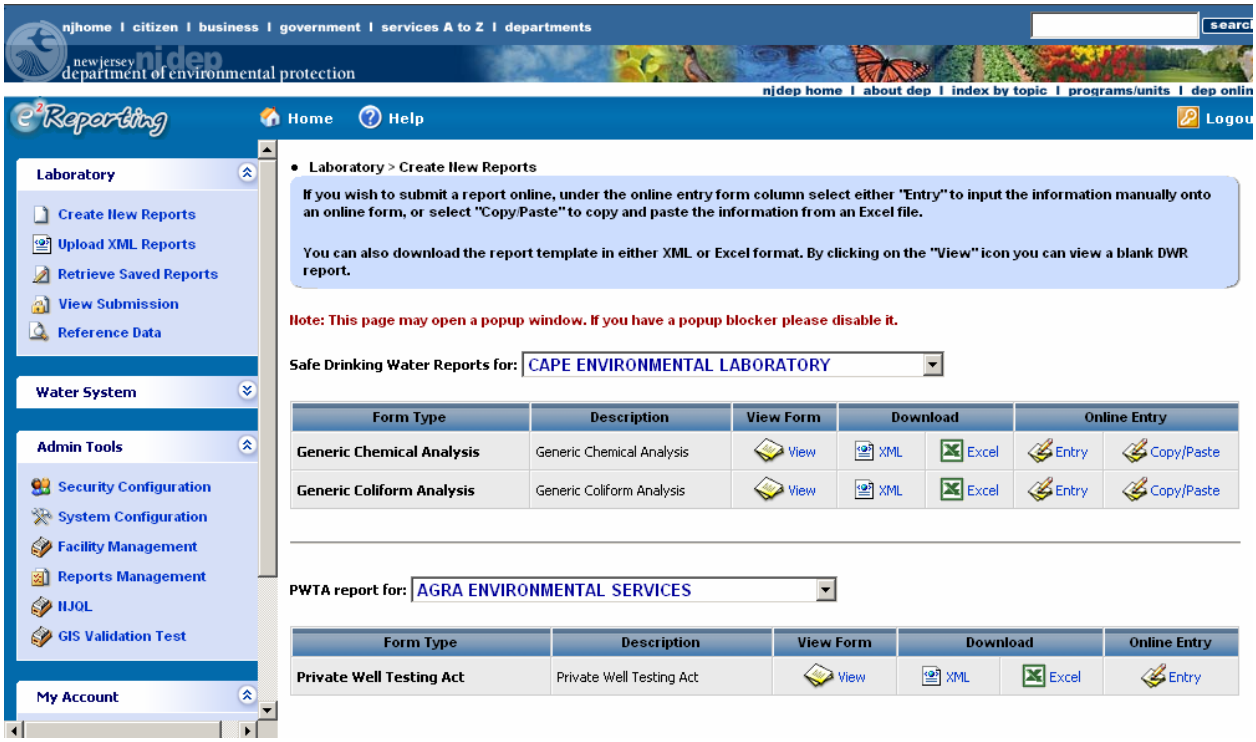


Figure 7.1 Initial Screen in E2 in Which a Certified Laboratory Selects the Program and Type of Electronic Report to Send to the DEP.

As stated above, the Excel spreadsheet consists of three main tabs: Demographic Information, Well and Sample Information, and Results and Submit. The user must correctly complete ALL of the required fields and conditionally required fields (if necessary) marked with an asterisk on all three pages or they will not be able to generate and submit an XML file automatically.

7.3 Basic Information

When the Excel spreadsheet is first opened, it will give you a security warning asking if you want to enable or disable macros. Please select “Enable Macros” as shown in Figure 7.1. The Demographic Information tab will be the first page loaded as shown in Figure 7.4.

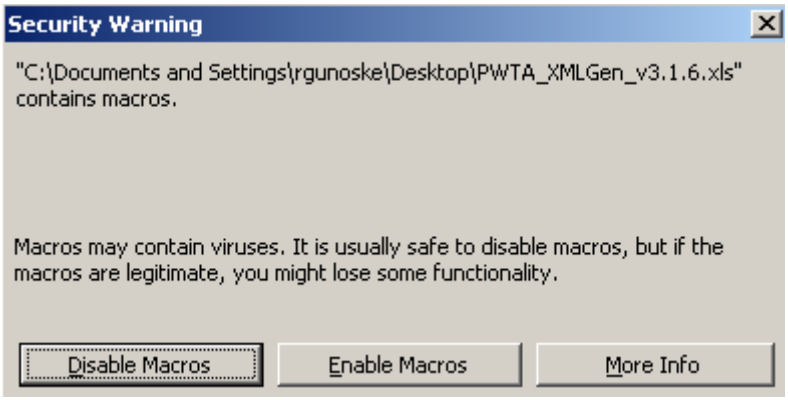


Figure 7.2 Screen Shot Showing the Security Warning for Macros in the Excel Spreadsheet.

For each tab, enter the correct information in the proper format for all of the required fields (and non-required fields as applicable) on that tab. Once you have completely filled in all of the fields for the Demographic Information tab, click onto the Well and Sample tab and begin filling in the required information for this screen. Unlike the On-Line form, no validation checks are performed as you move from one tab to the next. Once all of the data has been entered for the Well and Sample tab, click on the Results and Submit tab. On the Results and Submit tab, you will see two buttons labeled "Populate List" and "Generate XML" at the top of the screen. **Before** entering any data on the Results and Submit tab, click on the Populate list button which will auto populate several of the fields based on the county and municipality you selected on the Well and Sample tab. Fill in the remaining missing information on this tab.

When you have completely filled in the entire spreadsheet (including all required fields), click on the Generate XML button found on the top of the Results and Submit tab. Some rudimentary validation checks (i.e. ensuring that all required fields have a value in the proper format) are performed. If errors are detected, you are informed of what the error is and what field it is associated with as shown in Figure 7.2. Once all of the errors are corrected, click on the Generate XML button again. A dialog box will popup asking "Are you ready to proceed?". Select "Yes" and a screen will display asking you to name your XML file and where you want to save the file. Select a name for the file (ensure that it has an .XML extension) and a location to save for upload to E2.

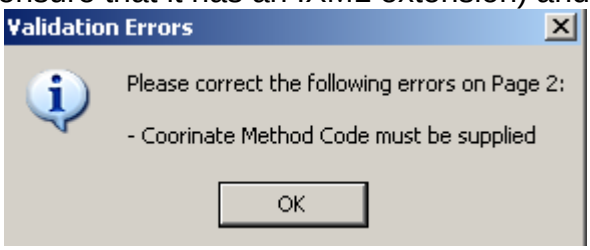


Figure 7.3 Error Message Generated After Pressing "Generate XML" Button on the Results and Submit Tab.

In order to upload the newly generated XML file into the database system, you must log back into the E2 system (if you logged out). Once in the system, click the Upload XML Reports link located under the Laboratory module. This will bring you to the screen depicted in Figure 7.3. On this page, select the Browse... button to find the location you saved the generated XML file. Once you find the XML file, you can click on the Test File button to check the structure of the XML file only. Please note that, this check will not perform any validations. It will only test the structure of the XML file against the approved XML schema and is an **optional** step. It is not required to perform this test to submit an XML file to the E2 system. Please also note that, if you perform this test you will have to re-enter the path to where you saved the XML file next to the Browse... button. After you have tested the structure of the XML file, click on the I CERTIFY check box and press the submit button. This will submit the XML file to E2 system where additional validation checks will be performed. You can view the status of your submission, correct any errors, and resubmit a corrected XML file through E2. These processes will be explained in Chapter 8.

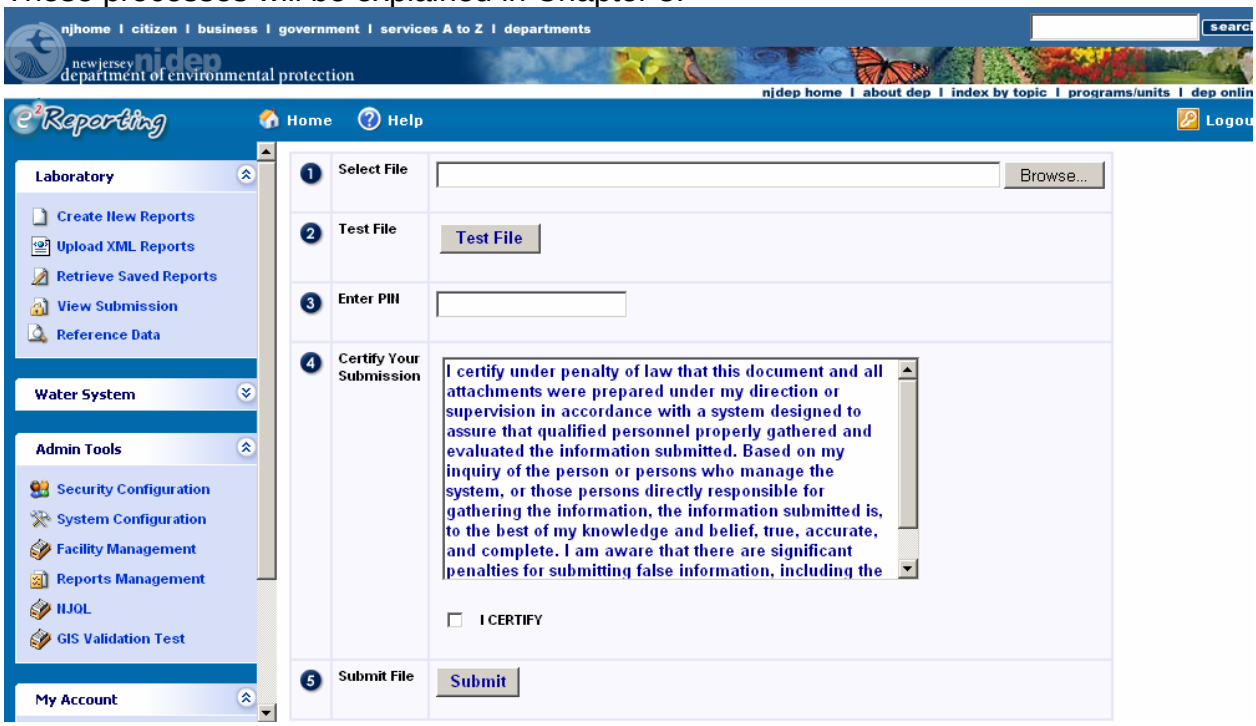
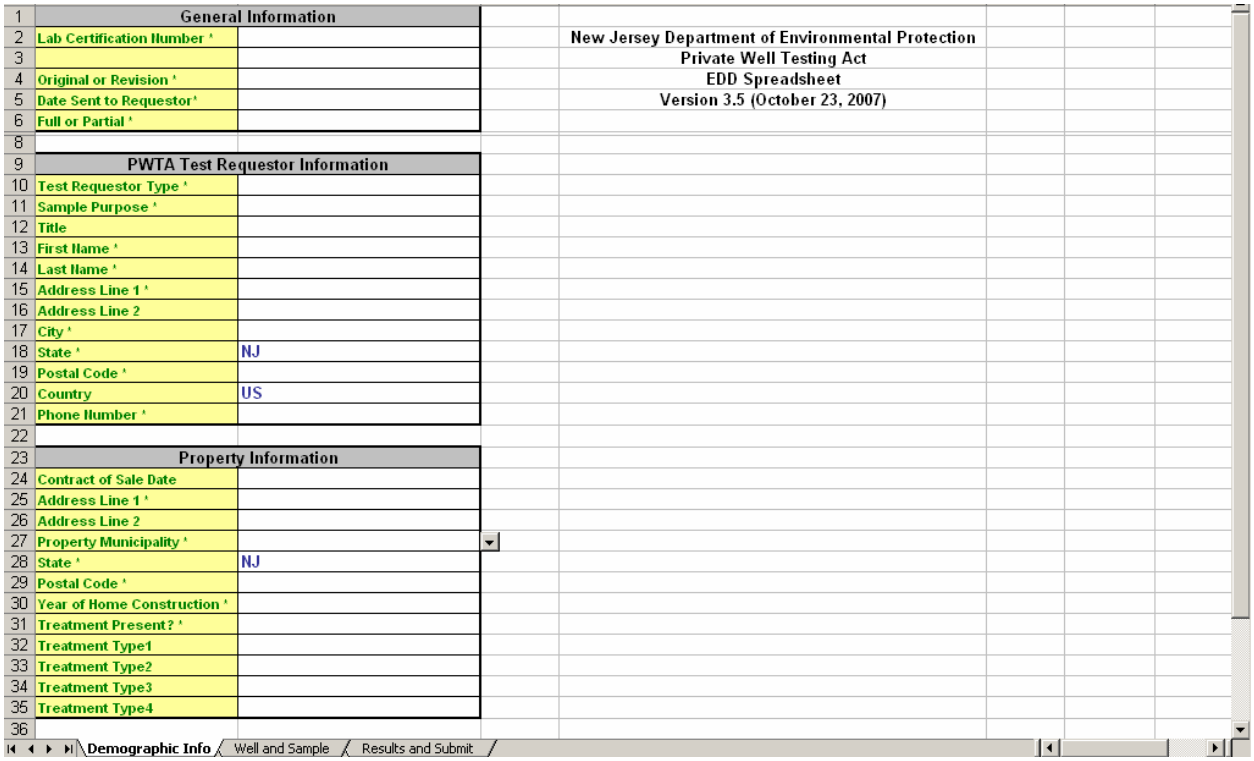


Figure 7.4 The Upload XML Files Screen.

As in the Online Form, several new and old fields have drop-down boxes on their respective pages for your convenience. Please note that all date fields in the Excel spreadsheet must be in the following format: MM/DD/YY. All fields which require a time must be in following format: HH:MM and using military time. The following is a detailed summary of some of the fields, valid values, and drop-down menu choices for each of the three tabs of the Excel spreadsheet:



1	General Information		
2	Lab Certification Number *		New Jersey Department of Environmental Protection
3			Private Well Testing Act
4	Original or Revision *		EDD Spreadsheet
5	Date Sent to Requestor*		Version 3.5 (October 23, 2007)
6	Full or Partial *		
8			
9	PWTA Test Requestor Information		
10	Test Requestor Type *		
11	Sample Purpose *		
12	Title		
13	First Name *		
14	Last Name *		
15	Address Line 1 *		
16	Address Line 2		
17	City *		
18	State *	NJ	
19	Postal Code *		
20	Country	US	
21	Phone Number *		
22			
23	Property Information		
24	Contract of Sale Date		
25	Address Line 1 *		
26	Address Line 2		
27	Property Municipality *		
28	State *	NJ	
29	Postal Code *		
30	Year of Home Construction *		
31	Treatment Present? *		
32	Treatment Type1		
33	Treatment Type2		
34	Treatment Type3		
35	Treatment Type4		
36			

Demographic Info | Well and Sample | Results and Submit

Figure 7.5 The Demographic Information tab of the Excel spreadsheet.

7.4 Demographic Information Page

As shown in Figure 7.4, the Demographic Information tab is set-up very similarly to the online form. This tab allows information to be entered concerning whether or not the submission is a full or partial submittal, the person who requested the well test, the property at which the well sample was collected, and if there is any treatment system on the potable water supply. There are 3 sections of the Demographic Information page: General Information, PWTA Test Requester Information, and Property Information.

7.4.1 General Information Section

This section contains several new required fields in relation to the previous Excel spreadsheet. In this section you must fill in the Lab Certification Number field with the PWTA reporting lab's certification number. You must indicate whether the submission is an original or a revision in the "Original or Revision" field. The date the PWTA results were submitted to the test requestor must be filled in the "Date Sent to Test Requestor" field. The Full or Partial field contains a drop-down menu with a choice of "F" for full or "P" for a partial submission. Please note that, at this time the E2 system is only accepting a partial submission for total coliform, fecal coliform, and E.coli.

7.4.2 PWTA Test Requester Section

This section contains information related to the individual or entity that requested the PWTA test. This section is organized the same way as the online form. There are

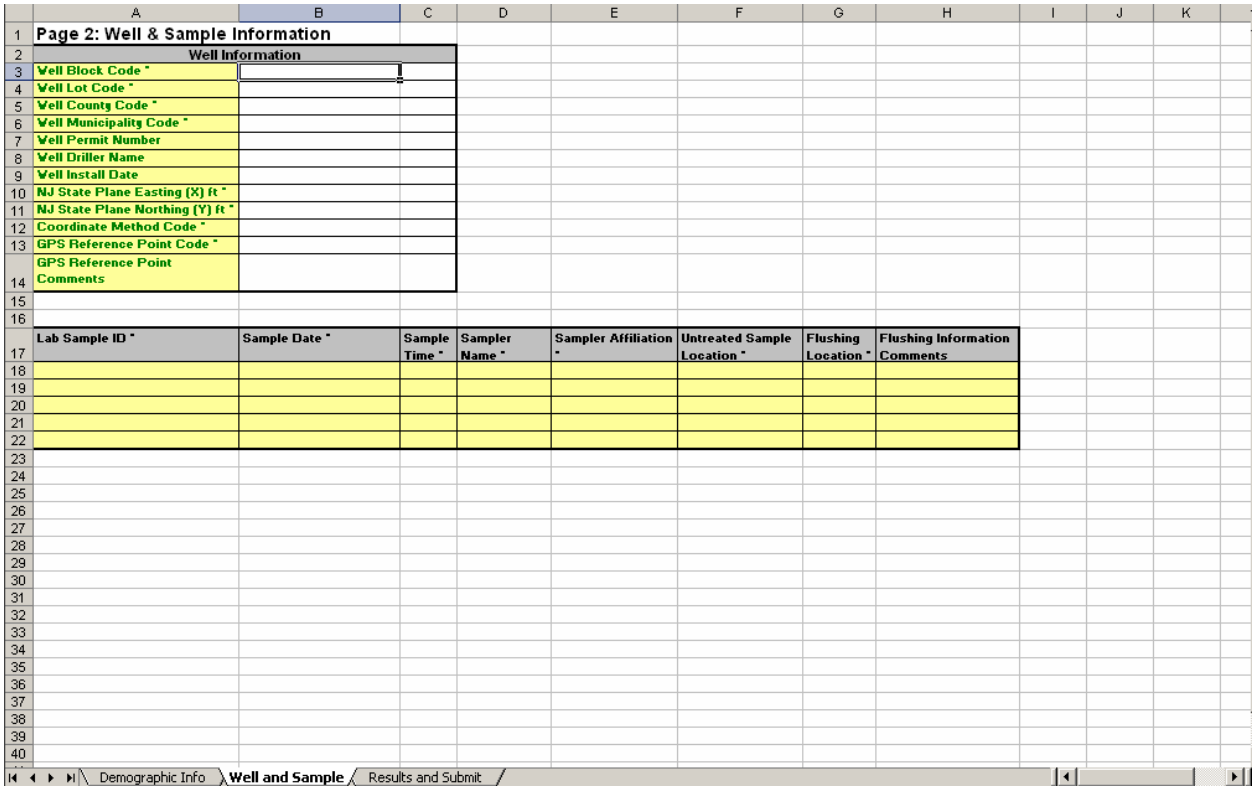
several new fields with drop-down menus in this section. These include the Test Requester Type and Sample Purpose Fields. In the Test Requester Type drop-down menu, there are 6 choices: Builder (BLD), Home Owner (HO), Realtor (REL), Home Buyer (HB), Landlord (LLD), and Tenant (TEN). In the Sample Purpose drop-down menu, there are 5 choices: Retest (RTST), New Well (NW), Sell House (SH), Buy House (BH), and Rental 5 Year Retest (RT5YR). Please note that the State field is defaulted to "NJ", and the Country field is defaulted to "US". When entering the phone number, the parentheses for the area code and dash are automatically inserted.

7.4.3 Property Information Section

This section contains information related to the actual property at which a water sample was collected for the Private Well Testing Act. There are several new fields in this section including Contract of Sale Date, Year of Home Construction, and Treatment Present. The same logic that applied to Contract of Sale Date in the On-Line form, applies the Excel spreadsheet template. Please refer to Section 6.4.3 for a complete explanation of this field. Please note that the Treatment Present field has a drop-down menu for a Yes (Y) or No (N). If "Y" is selected, then at least of the Treatment Type fields must be populated with a value from it's respective drop-down menu. A list of the possible treatment types and their respective codes is listed in Appendix 5. Please also note that the State field in this section has been defaulted to "NJ". Additionally, the Property Municipality has a drop-down menu to select the correct municipality.

7.5 Well and Sample Information Page

As shown in Figure 7.6, the Well and Sample Information page allows information to be entered regarding the specific location of the well in which a sample was collected. In addition, detailed information regarding sample collection is also listed. As with the online form, there are 2 main sections in the Well and Sample Information Page: Well Information and Sample Collection Information.



	A	B	C	D	E	F	G	H	I	J	K
1	Page 2: Well & Sample Information										
2	Well Information										
3	Well Block Code *										
4	Well Lot Code *										
5	Well County Code *										
6	Well Municipality Code *										
7	Well Permit Number										
8	Well Driller Name										
9	Well Install Date										
10	NJ State Plane Easting (X) ft *										
11	NJ State Plane Northing (Y) ft *										
12	Coordinate Method Code *										
13	GPS Reference Point Code *										
14	GPS Reference Point Comments										
15											
16											
17	Lab Sample ID *	Sample Date *	Sample Time *	Sampler Name *	Sampler Affiliation *	Untreated Sample Location *	Flushing Location *	Flushing Information Comments			
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
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37											
38											
39											
40											

Demographic Info | Well and Sample | Results and Submit

Figure 7.6 The Well and Sample Information Screen of the Excel spreadsheet

7.5.1 Well Information Section

In this section there is a drop-down menu for the Well County Code and Well Municipality Code fields. Select the county where the well that was sampled is located from the drop-down in Well County Code field. Select the municipality that the well is located in from the drop-down menu in the Well Municipality Code field. This information will be used to prepopulate the list of parameters on the Results and Submit tab. Please note that, the Well Driller Name, Well Permit Number, and Well Install Date fields will become required if a value on New Well (NW) is selected from the drop-down menu of the Sample Purpose field on the Demographic Information tab. The Coordinate Method Code field also has a drop-down menu with only one choice listed as "GPS". This field currently has no other choices available in it's drop-down. The GPS Reference Point Code field has a total of six choices in it's drop-down menu. They include: Raised Wellhead (WHR), Well Head Pit (WHP), Sample Collection Point (SCP), Flush mount (WHF), Front Door (FD), and Alternative Location (ALTLO). Please note that if Alternative Location is selected, then an entry **must** be made into the GPS Reference Point Comments field describing the location. You can also refer to Appendix 7 to get an explanation of the codes used in the GPS Reference Point Code field.

7.5.2 Sample Collection Information Section

As in the online form, there are 2 fields with drop-down menus in this section. They include the Untreated Sample Location and Flushing Location fields. The Untreated Sample Location field has a total of 7 choices in it's drop-down menu. They include: Well Head (WH), Holding/Pressure Tank (HPT), Kitchen Tap (KT), Bathroom Tap (BT), Spigot (SPIGO), Before Treatment (BT), and Alternative Location (ALTLO). You can also refer to Appendix 9 for an explanation of the codes used in this drop-down menu. The Flushing Location field has a total of 5 choices in it's drop-down menu. They include: Well Head (WH), Holding/Pressure Tank (HPT), Kitchen Tap (KT), Bathroom Tap (BT), and Alternative Location (ALTLO). You can also refer to Appendix 10 for an explanation of the codes used in this drop-down menu. Please note that if Alternative Location is selected, then an entry **must** be made into the Flushing Location Comments field describing the location.

7.6 Results and Submit Page

As shown in Figure 7.7, **t**his page contains the analytical results from an individual well test that was sampled for purposes of complying with the PWTA regulations. There are two buttons labeled Populate list and Generate XML on this sheet. Before entering any data on this sheet, click the Populate list button. A dialog box will appear stating that "Warning: This will clear the contents below and repopulate the analyte list" as shown in Figure 7.8. It will also automatically prepopulate several of the fields based on the information listed in the Demographic and Well and Sample Information tabs. These include: Lab Cert Number field which will be auto populated with the Lab Certification Number of the PWTA reporting lab found on the Demographic Information tab since many of the reporting labs are also the analyzing lab. Remember to change this lab certification number field for those analytes that are subcontracted to another lab for analysis. The PWTA analytes, and their associated CAS numbers are auto populated based on the county/municipality in which the well is located based on the values listed on the Well and Sample Information tab. The Result Unit Code field is auto populated and cannot be edited for all parameters except for total coliform, fecal coliform, and E.coli. The units used are as follows:

- micrograms/liter (ug/l) – (used for volatile organics
- milligrams/liter (mg/l) - (*used for iron and manganese only*)
- colonies/100 ml or MPN/100 ml - *(used for microbiological results only and must be entered manually)*
- picocuries/liter (pCi/l) - (*used for radiological results only*)
- pH units - *(used for pH only*

In addition, the Detect Flag field for pH, and Total Coliform are prepopulated with a value of "NA".

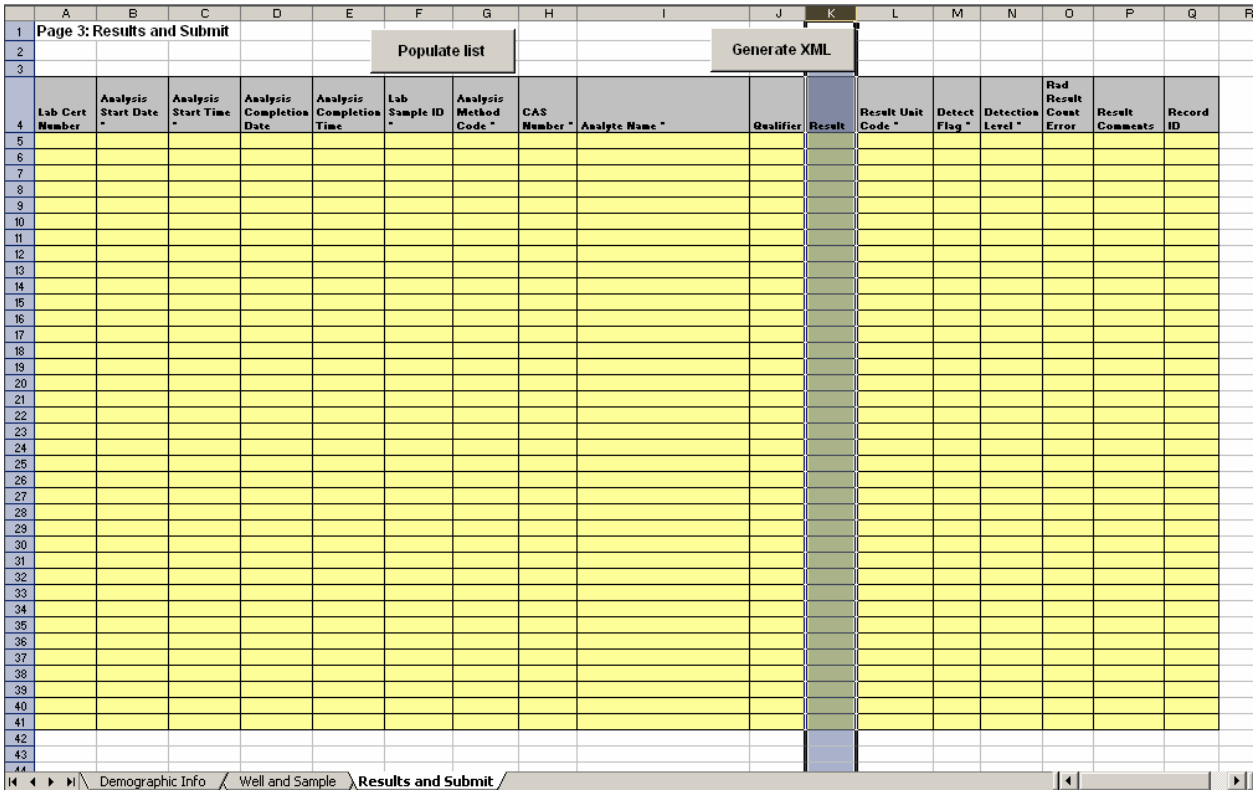


Figure 7.7 The Results and Submit tab of the Excel spreadsheet

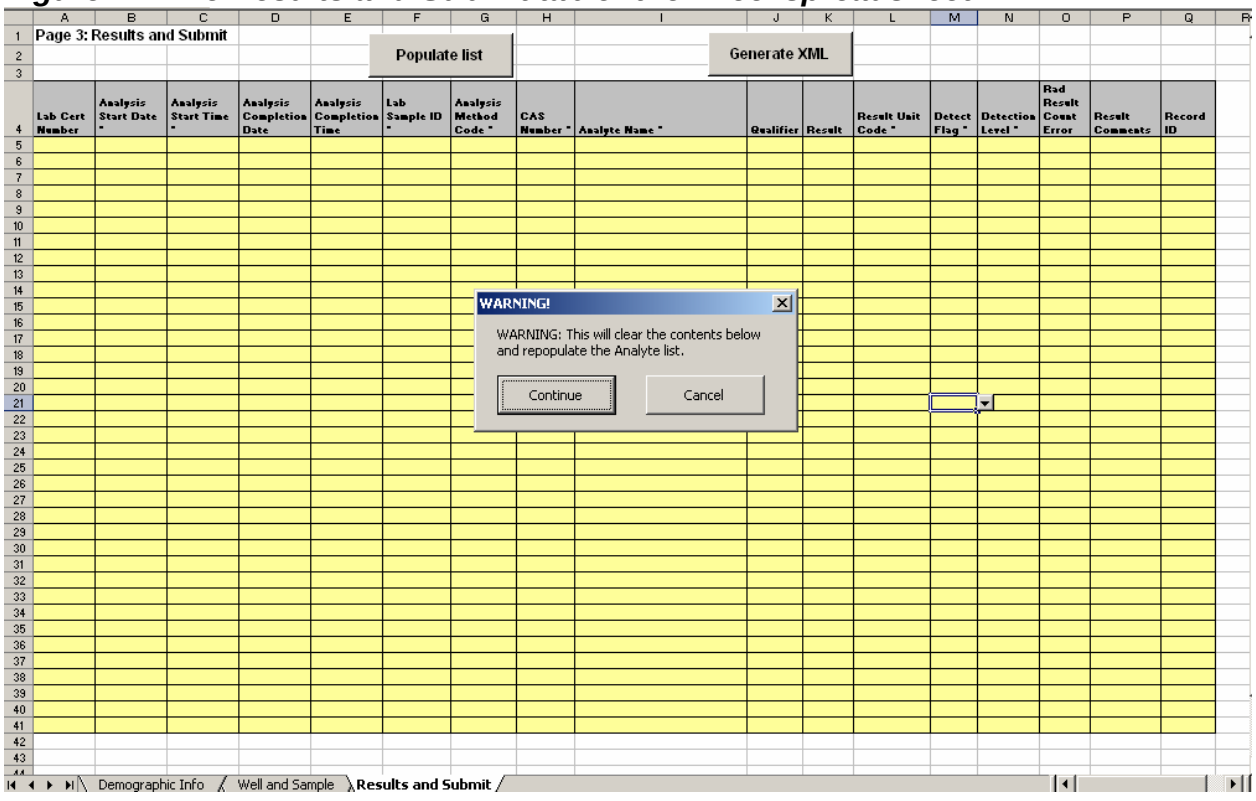


Figure 7.8 Dialog Box Warning That the Results and Submit Tab Will Overwrite and Auto Populate the Results and Submit Tab.

7.6.1 Important Facts about the Results Screen

The Lab Sample ID field is a drop-down menu containing all of the sample numbers listed from the Well and Sample Information tab. Please ensure that the correct sample number is listed.

Please note that, each analyte will have a drop-down menu associated it listing all of the acceptable methods for that parameter. Use only those drinking water analytical methods for which your lab is certified by parameter.

When analytical results are non-detect a zero cannot be entered into the Result Field. If a result for a parameter is detected below it's MDL, select the "<" from the Qualifier field drop-down menu and insert the actual MDL in the Result field. Do not leave the result field blank for any given parameter except for "qualitative" microbiological results Please refer to Section 5.5 for the microbiological reporting logic, qualifiers, and procedures.

As stated above, the "<" Qualifier listed in the drop-down menu of the Qualifier field is available to report results that need clarification, such as if an analyte is detected below the MDL, e.g. MDL of 0.50. The remaining qualifiers ("P", "A", and "TNTC") pertain to coliform analyses only. Please refer to section 5.5 for an explanation on how and when to use these qualifiers.

The Detect Flag field has a drop-down menu with two values that refer to the presence or absence ("Y" or "N") of an analyzed parameter **above the MDL**. This value is case sensitive so only UPPER CASE letters are accepted by the system. A "Y" present in this field does NOT automatically mean the results are above an applicable drinking water standard, but rather means that the analyte was "detected" which may or may not be above an applicable drinking water standard.

All approved drinking water method(s) utilized during analysis appear in Appendix 13.

If a total coliform result is detected or has a qualifier of "P" or "TNTC", then a dialog box as shown in Figure 7.9 will appear on the screen stating that "Since total coliform is positive, please select one of the following to report: E. coli or Fecal Coliform". Select **one** of these parameters and fill in all the required fields including a correct method, units (col/100ml or MPN/100ml) and "NA" for the Detection Level field.

MDC and Radiological Result Count Error fields are only to be populated when radiological (gross alpha) results are reported in the submission. If an initial gross alpha result is reported greater than 5 pCi/L, a dialog box as shown in Figure 7.10 will appear stating "Gross Alpha Final Must Be Reported". Select OK and fill in all the required fields including a value in the Radiological Result Count Error and MDC fields.

The results comments field is a free text field that may be used to submit any additional information the reporting labs believes to be pertinent to the submission.

It is **strongly recommended** that reporting labs save the individual Excel spreadsheets used for a specific PWTA sample. If the submission is found to contain errors, it will make correcting and resubmitting the sample results to the NJDEP much easier. Additionally, you can save an incomplete spreadsheet and return to it at a later time to complete and submit it to the NJDEP.

Note: If a partial submission is selected on the Demographic Information tab, only one parameter (total coliform) will be auto populated on the third page of the spreadsheet as shown in Figure 7.9. As with a full submission, if a total coliform result is detected or has a qualifier of "P" or "TNTC", then a dialog box as shown in Figure 7.10 will appear on the screen stating that "Since total coliform is positive, please select one of the following to report: E. coli or Fecal Coliform". Select **one** of these parameters and fill in all the required fields including a correct method, units (col/100ml or MPN/100ml) and "NA" for the Detection Level field.

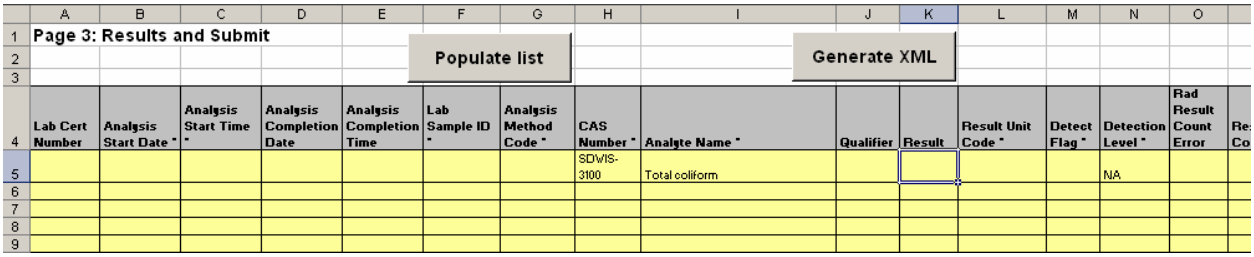


Figure 7.9 Screen Shot of the Results Tab of a Partial Submission

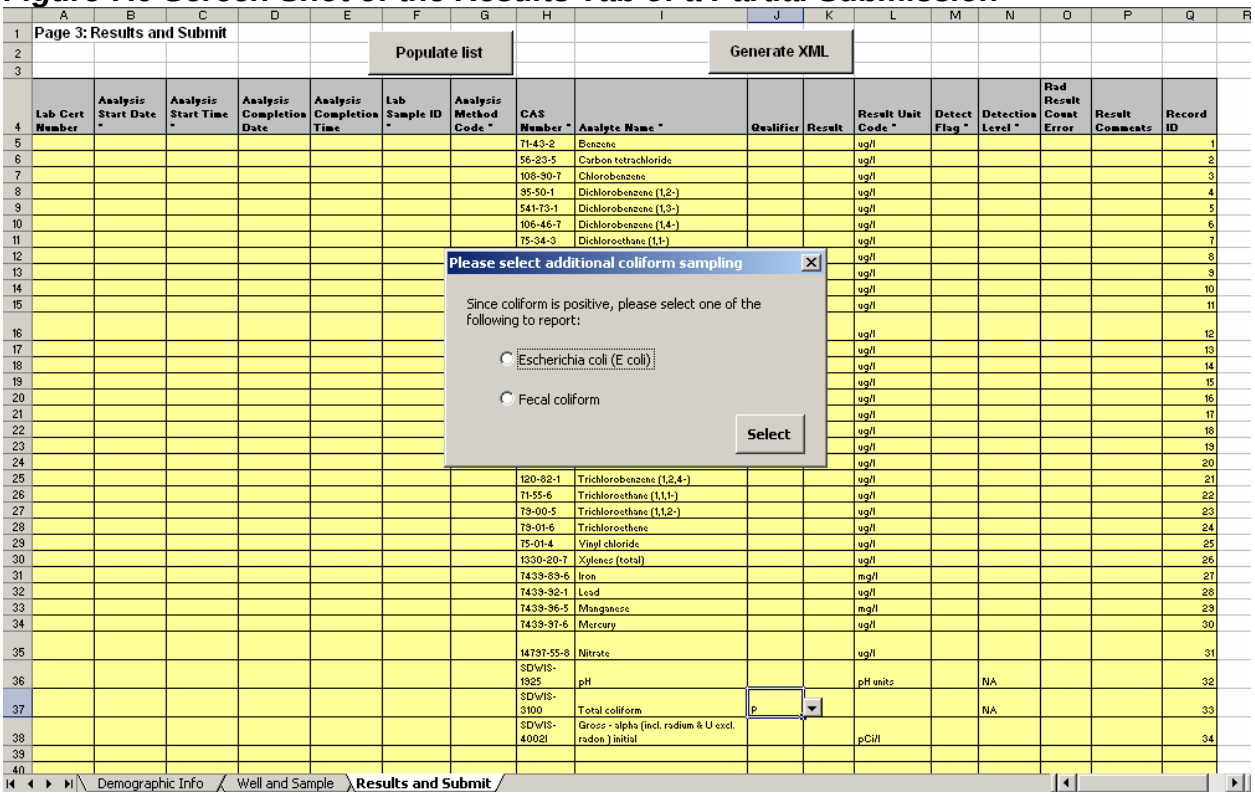


Figure 7.10 Dialog Box Indicating that an E.coli or Fecal Coliform result are required if Total coliform was Detected or had a Qualifier of "P" or "TNTC".

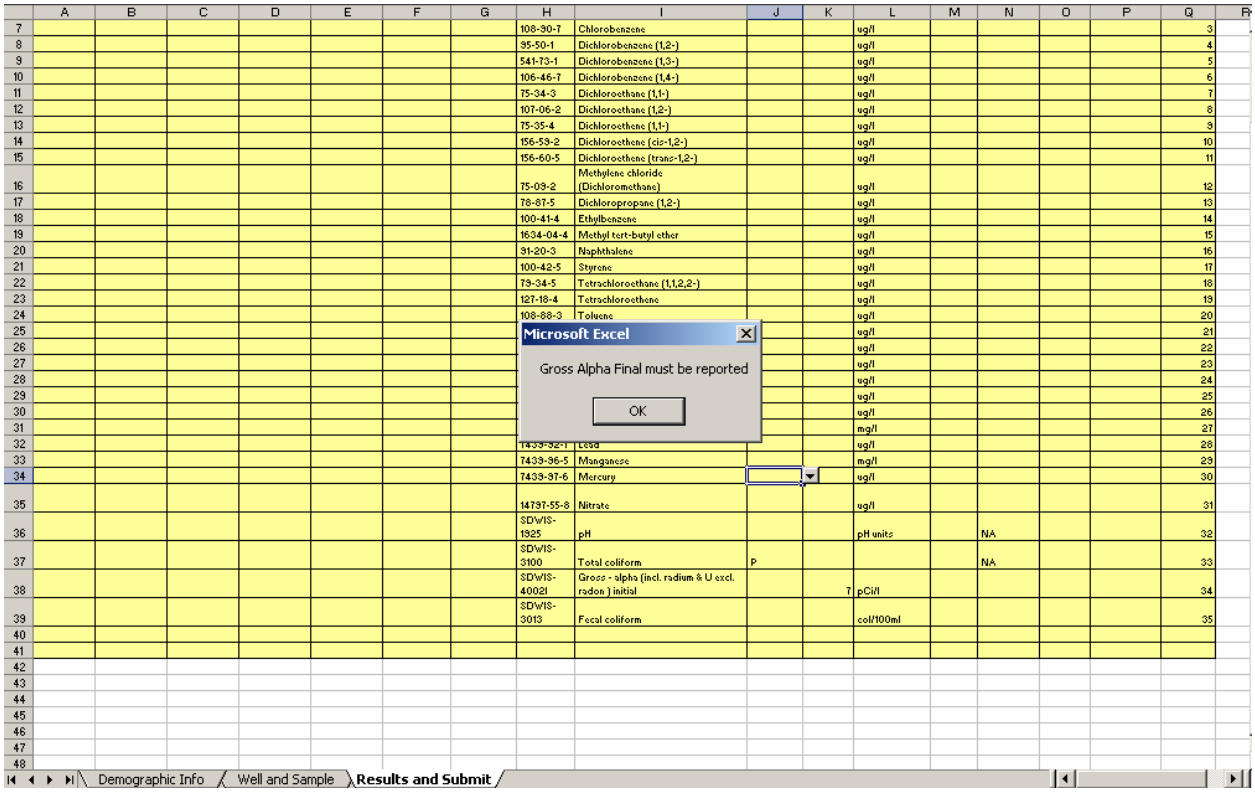


Figure 7.11 Dialog Box Indicating that a Final Gross Alpha Result is Required if the Initial Gross Alpha was Detected at a Concentration Exceeding 5pCi/L.

7.6.2 Generating and Submitting a File to the DEP Through E2 Using the Excel spreadsheet

After completing all three tabs of the Excel spreadsheet, ensuring that all required fields have a meaningful value, and correcting all errors, you are ready to generate and submit the XML file to the DEP.

On the Results and Submit tab, there is a button labeled **Generate XML** at the top of the screen. When all of the data has been entered correctly into the Excel spreadsheet with no errors click on this button. A dialog box shown in Figure 7.12 will appear asking "Are you ready to proceed?". Click the "Yes" button. A dialog box will appear asking you to name the XML file and where you want to store the file for future upload. Enter a name for the XML file (make sure it has an .XML extension) and select a location to store the file.

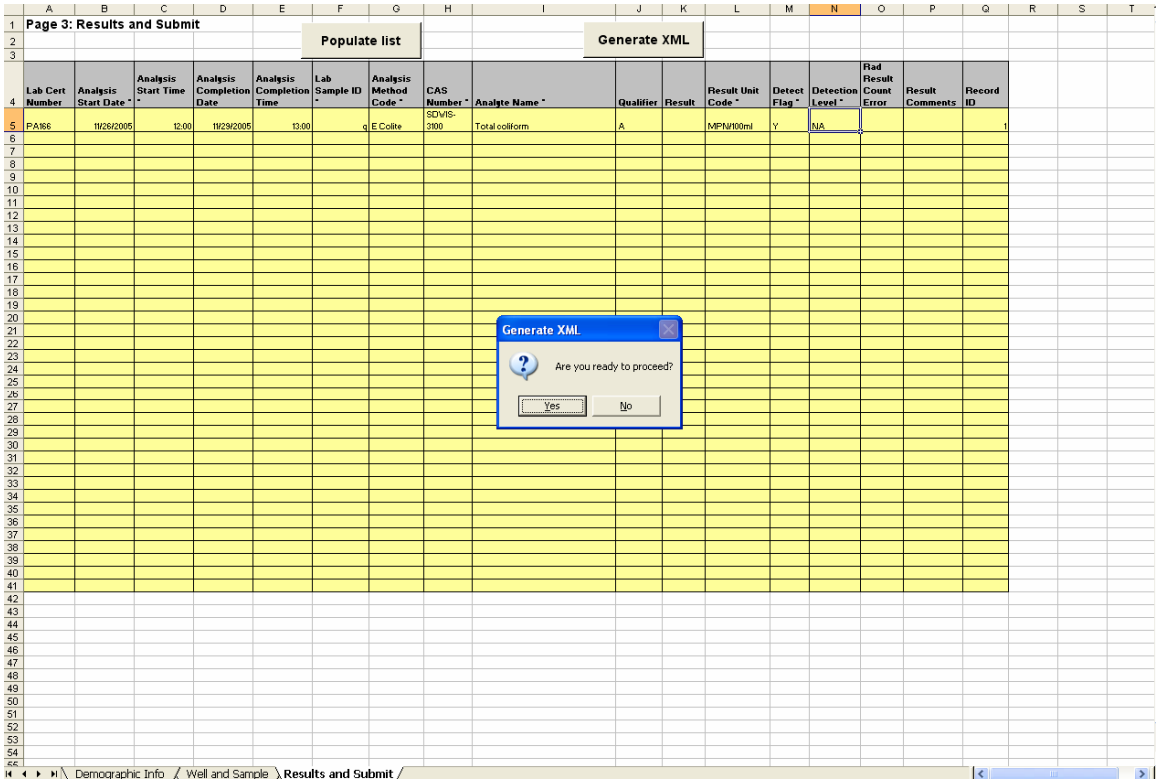


Figure 7.12 Screen Shot After Clicking on the Generate XML Button.

As stated in Section 7.1, in order to upload the newly generated XML file into the database system, you must log back into the E2 system (if you logged out). Once in the system, click the Upload XML Reports link located under the Laboratory module. This will bring you to the screen depicted in Figure 7.4. On this page, select the Browse... button to find the location you saved the generated XML file. Once you find the XML file, you can click on the Test File button to check the structure of the XML file only. Please note that, this check will not perform any validations. It will only test the structure of the XML file against the approved XML schema and is an **optional** step. It is not required to perform this test to submit an XML file to the E2 system. Please also note that, if you perform this test you will have to re-enter the path to where you saved the XML file next to the Browse... button. After you have tested the structure of the XML file, click on the I CERTIFY check box and press the Submit button. This will submit the XML file to E2 system where additional validation checks will be performed. You can view the status of your submission, correct any errors, and resubmit a corrected XML file through E2. These processes will be explained in Chapter 8.

Note: Do not zip the single .xml file(s) you intend to send to the NJDEP. Only zip those files being submitted via batch upload. Please refer to section 2.4 for additional information on batch uploads.

Note: There are several advantages to using the Excel spreadsheet template which include:

- Is much faster to fill out reports when compared to online web form entry option.
- Immediate feedback on some validation errors.
- No need to have knowledge of XML .
- Laboratory can choose to integration with their LIMS system (based on laboratory's internal efforts.

There are also some disadvantages to using the Excel spreadsheet template which include:

- A user does not get immediate feedback on all validation errors.
- If Excel template changes, laboratory will need to make sure always using the latest template format.
- Requires laboratory to have a licensed copy of Microsoft Excel.

8.0 Viewing, Obtaining the Status of, and Editing PWTA Electronic Submissions

The E2 delivery system allows authorized users to check the status of, view, and edit electronic PWTA submissions.

8.1 Checking the Status of a Submitted PWTA Electronic Submission

After a submission(s) has been sent to the NJDEP, a laboratory can check the status of this submission(s) through the E2 system. To check the status of a PWTA submission, click on the "View Submission" link under the Laboratory module section on the left hand side of the screen. This will open up the screen in Figure 8.1. Note: You should be on the "View Lab Submissions Tab" when you initially open the "View Submission" link.

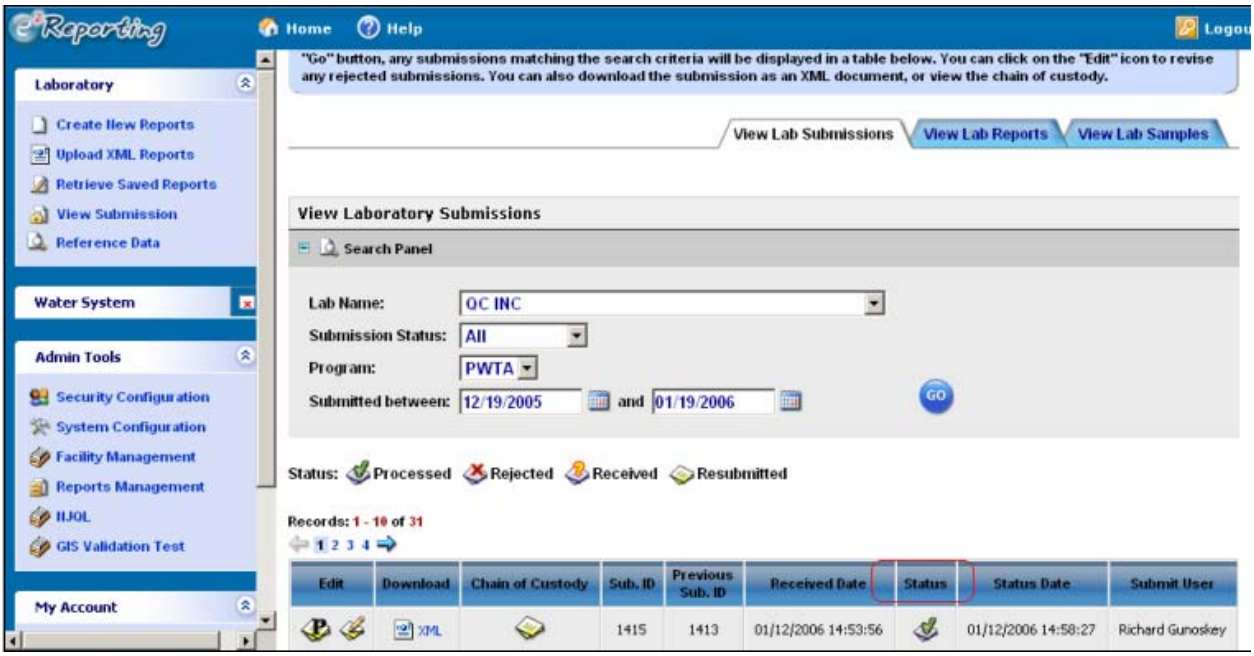


Figure 8.1 The View Submission Screen Showing the Status of Submitted PWTA Electronic Submittals.

The View Submission screen will provide the user with a listing of all the PWTA submissions for their specific lab in chronological order (with the most recent submittal being at the top of the list). Older submissions can be viewed by clicking on the numbers or arrows located above the Edit column as seen in Figure 8.1. The View Submission screen also allows the user to search for a submission(s) utilizing several different criteria which include: Lab Name, Submission Status, Program, and Submission Date. To view a specific submission, make sure your laboratory is selected in the Lab Name drop-down box and the correct program (PWTA) is selected. **If you do not select a Program from the drop-down, no submissions will be displayed.** In addition, ensure that the correct status of the specific submission is selected in the

Submission Status drop-down menu. Currently, there are four possible statuses of a submission as described below:

Received: A submission with a "Received" status indicates that E2 has received your submission, but it has not yet been validated.

Rejected : A submission with a "Rejected" status indicates that the submission has been received and validated by E2. During the validation process, one or more errors were discovered with the submission.

Processed: A submission with a "Processed" status indicates that the submission has been received and validated by both the E2 and Compass systems. During the validation process, no errors were detected and the submission was accepted. Note: Only sample results contained within "Processed" submissions will be moved and permanently stored into the NJDEP's Compass database warehouse system.

Resubmitted : A submission with a "Resubmitted" status indicates that an original submission was made to the E2 system and rejected because it failed one or more validation checks or had other types of errors. A new submission was submitted to E2 that replaced the previous submission.

Make sure that "PWTA" is selected in the Program drop-down box when searching for a submission. Additionally, ensure that the correct dates are listed in the "Submitted between" drop-down menus.

Once you have entered all of the necessary search criteria, click on the  button. This should bring up a list of submissions for your laboratory based on the search criteria you entered in the search panel.

The View Submission screen also provides additional information related to a submission including: Submission ID, Previous Submission ID, Received Date, Status, Status Date, and Submit User. The Submission Id is a unique number assigned to the submission by E2 for your specific laboratory**. <u>It is imperative that you record and keep this number in order to properly search for and identify specific submissions made by your laboratory</u>**. For submissions that are corrections or partials linking back to a previous full submission, the Previous Submission ID column lists the previous submission ID for linking purposes. The Previous Submission ID number is populated with the original Submission ID if your initial sample was rejected and you sent in a resubmission correcting the indicated errors. The corrected submission is given a new unique Submission ID. The Received Date is the date and time the submission was received by the NJDEP. As described above, the status of a submission can be processed, rejected, received, or resubmitted. The status date is the date and time a specific status was assigned to a submittal. The Submit User is the name of the individual who actually submitted the data to the NJDEP.

8.2 Viewing a PWTA Electronic Submission in E2

A laboratory can view any of it's electronic submission(s) through the E2 system. To view an electronic PWTA submission, click on the "View Submission" link under the Laboratory module section on the left hand side of the screen. Click on the "View Lab Reports" tab as shown in Figure 8.2.

The View Lab Reports tab will provide the user with a listing of all the PWTA submissions for their specific lab in chronological order (with the most recent submittal being at the top of the list). Older submissions can be viewed by clicking on the numbers or arrows located above the View column as seen in Figure 8.2. The "View Lab Reports" tab also allows the user to search for a submission(s) utilizing several different criteria which include: Lab Name, Submission Status, Report Type and Submission Date. The Lab Name, Submission Status, and Submission Date drop-down boxes work the same way as checking the status of a submittal as described in Section 8.1. The Report Type drop-down box should be set to "Private Well Testing Act". To view a specific submission, make sure your laboratory is selected in the Lab Name drop-down box. In addition, ensure that the correct status of the specific submission is selected in the Submission Status drop-down menu. As stated previously, make sure "Private Well Testing Act" is selected in the "Report Type" drop-down box and the correct submittal date is selected.

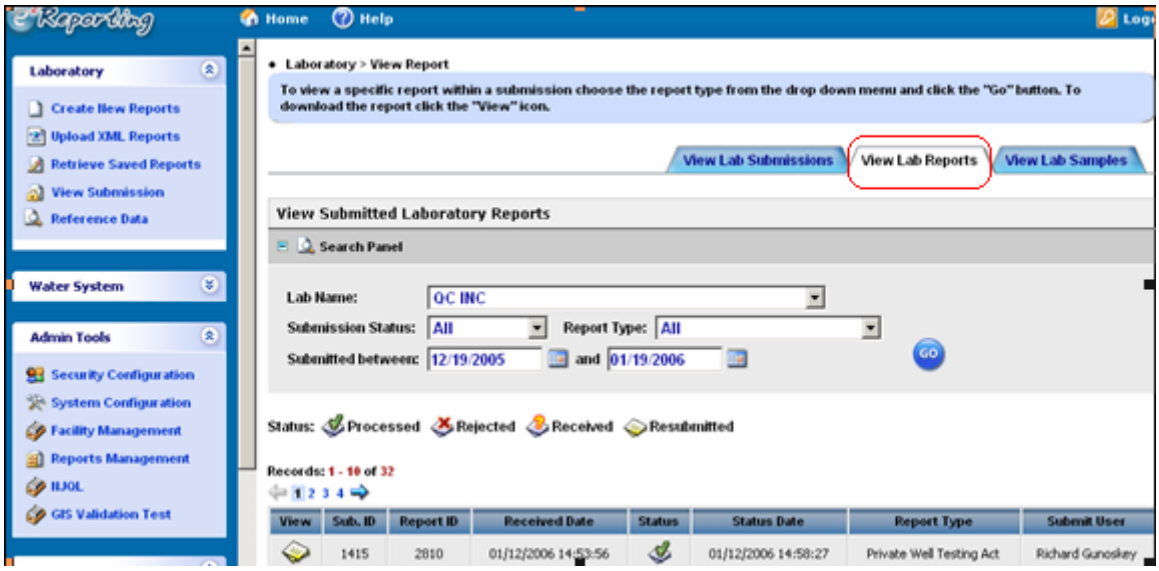


Figure 8.2 Viewing an Electronic PWTA Submittal On the View Lab Reports Tab.

Once you have entered all of the necessary search criteria, click on the GO button. This will bring up a complete list of submissions that you can view for your laboratory based on the search criteria you entered in the search panel. Once you have found the report you want to examine, click on the "View" icon in the left hand column. This will bring up the screen shown in Figure 8.3 stating that the "file will be downloaded in 5 seconds. If your download does not start, click here."

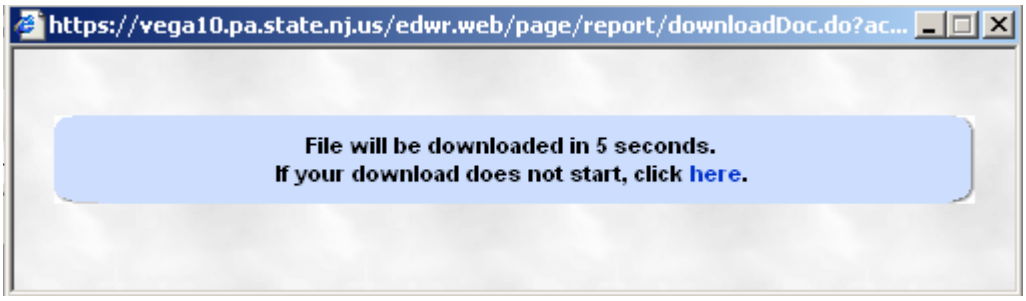


Figure 8.3 After Clicking On the View Icon, the Electronic PWTA Submission that was Selected to View is Being Downloaded.

Within 5 seconds you should see a screen similar to the one depicted in Figure 8.4 asking the user whether they want to save or open the .Zip file containing the PWTA electronic submission that is to be viewed. (Please note that, you must have a program such as Winzip installed on your computer to unzip and access the submission.)

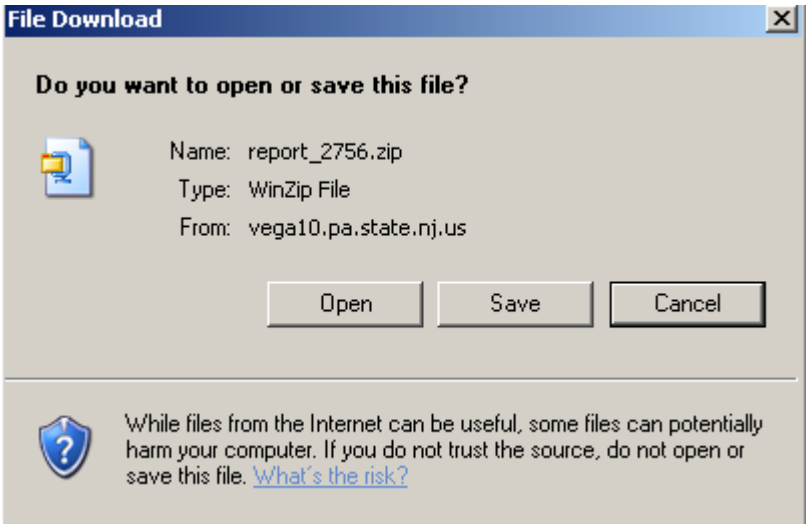
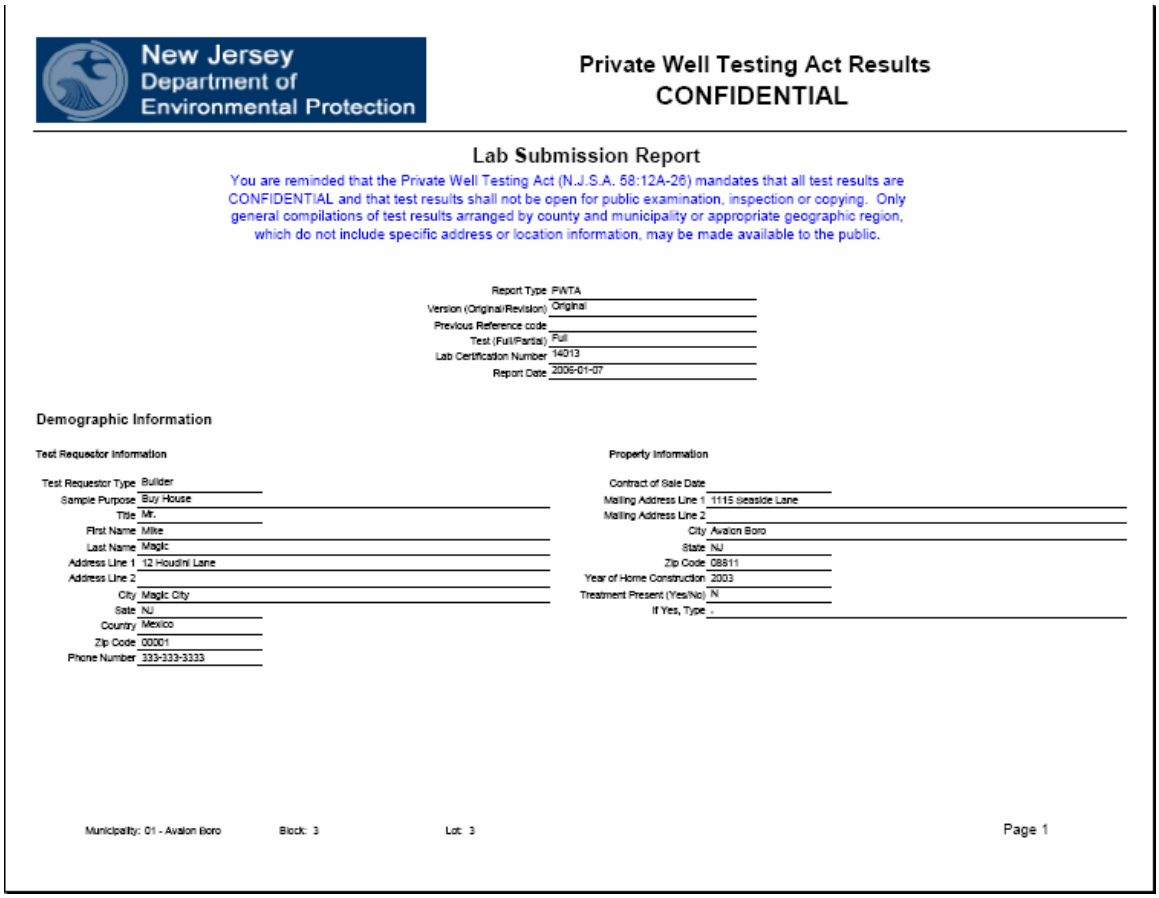


Figure 8.4 Screen Shot Asking User if They Want to Open or Save the .Zip file containing the PWTA Electronic Submission to be Viewed.

Once you have opened or saved the file to a disk, you can view the specific contents of the PWTA electronic submission. (Please also note that, the file is in .PDF format and will require that you have version 6.0 or higher of the Adobe Acrobat reader program installed on your computer). The first page of the actual submission is depicted in Figure 8.5. The third page is depicted in Figure 8.6.



New Jersey Department of Environmental Protection

Private Well Testing Act Results
CONFIDENTIAL

Lab Submission Report

You are reminded that the Private Well Testing Act (N.J.S.A. 58:12A-26) mandates that all test results are CONFIDENTIAL and that test results shall not be open for public examination, inspection or copying. Only general compilations of test results arranged by county and municipality or appropriate geographic region, which do not include specific address or location information, may be made available to the public.

Report Type: PWTA
Version (Original/Revision): Original
Previous Reference code:
Test (Full/Partial): Full
Lab Certification Number: 14013
Report Date: 2006-01-07

Demographic Information

Test Requestor Information

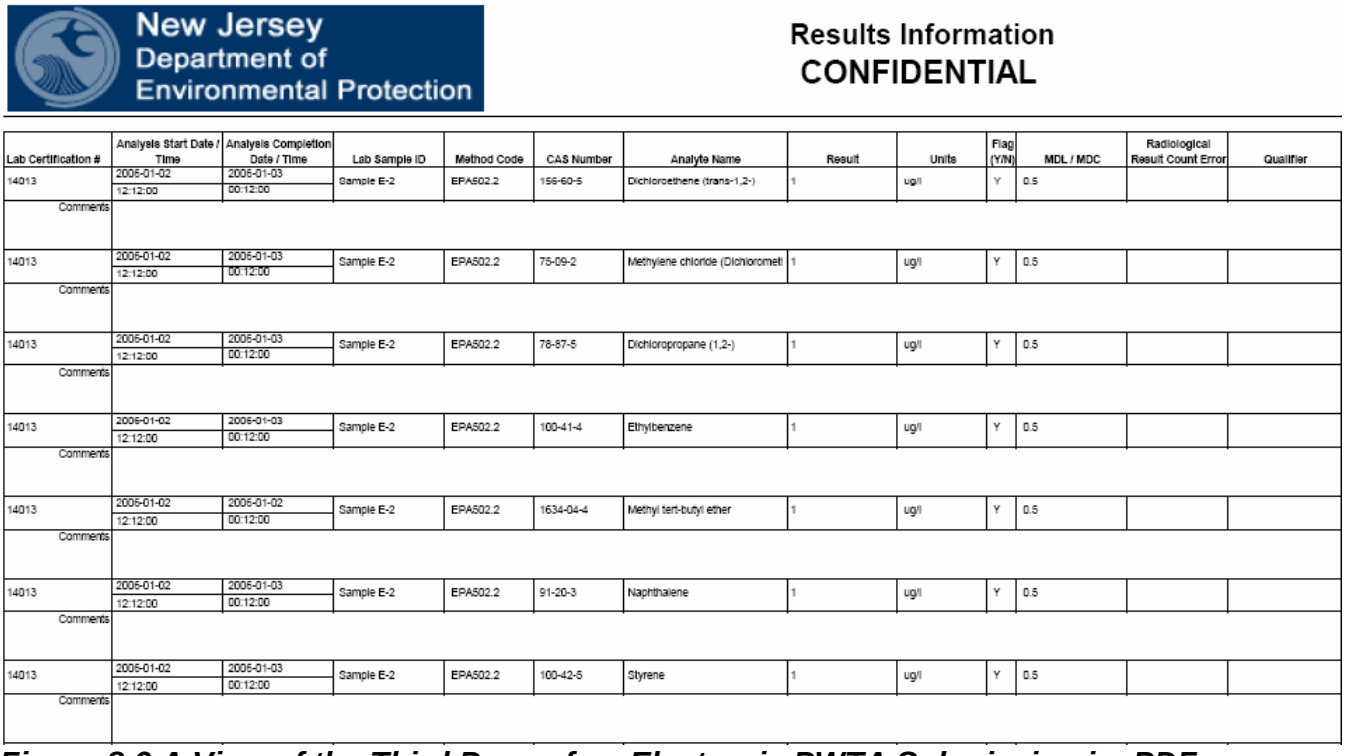
Test Requestor Type: Builder
Sample Purpose: Buy House
Title: Mr.
First Name: Mike
Last Name: Magic
Address Line 1: 12 Houdini Lane
Address Line 2:
City: Magic City
State: NJ
Country: Mexico
Zip Code: 00001
Phone Number: 333-333-3333

Property Information

Contract of Sale Date:
Mailing Address Line 1: 1115 Seaside Lane
Mailing Address Line 2:
City: Avalon Boro
State: NJ
Zip Code: 08811
Year of Home Construction: 2003
Treatment Present (Yes/No): N
If Yes, Type:

Municipality: 01 - Avalon Boro Block: 3 Lot: 3 Page 1

Figure 8.5 A View of the First Page of an Electronic PWTA Submission in .PDF



New Jersey Department of Environmental Protection

Results Information
CONFIDENTIAL

Lab Certification #	Analysis Start Date / Time	Analysis Completion Date / Time	Lab Sample ID	Method Code	CAS Number	Analyte Name	Result	Units	Flag (Y/N)	MDL / MDC	Radiological Result Count Error	Qualifier
14013	2006-01-02 12:12:00	2006-01-03 00:12:00	Sample E-2	EPA502.2	156-60-5	Dichloroethene (trans-1,2-)	1	ug/l	Y	0.5		
Comments												
14013	2006-01-02 12:12:00	2006-01-03 00:12:00	Sample E-2	EPA502.2	75-09-2	Methylene chloride (Dichlorometl	1	ug/l	Y	0.5		
Comments												
14013	2006-01-02 12:12:00	2006-01-03 00:12:00	Sample E-2	EPA502.2	78-87-5	Dichloropropane (1,2-)	1	ug/l	Y	0.5		
Comments												
14013	2006-01-02 12:12:00	2006-01-03 00:12:00	Sample E-2	EPA502.2	100-41-4	Ethylbenzene	1	ug/l	Y	0.5		
Comments												
14013	2006-01-02 12:12:00	2006-01-02 00:12:00	Sample E-2	EPA502.2	1634-04-4	Methyl tert-butyl ether	1	ug/l	Y	0.5		
Comments												
14013	2006-01-02 12:12:00	2006-01-03 00:12:00	Sample E-2	EPA502.2	91-20-3	Naphthalene	1	ug/l	Y	0.5		
Comments												
14013	2006-01-02 12:12:00	2006-01-03 00:12:00	Sample E-2	EPA502.2	100-42-5	Styrene	1	ug/l	Y	0.5		
Comments												

Figure 8.6 A View of the Third Page of an Electronic PWTA Submission in .PDF.

8.3 Editing a Full and Partial PWTA Electronic Submission

A laboratory can check the status of a full or partial submission by clicking on the View Submission link under the Laboratory module. If the submission has a status of Rejected, then the submission contains errors and must be revised and resubmitted. To determine the specific errors associated with a submission, click on the icon under the Status column for that specific submission. This will bring up the Error Message screen as shown in Figure 8.7 describing the specific errors in the submission.

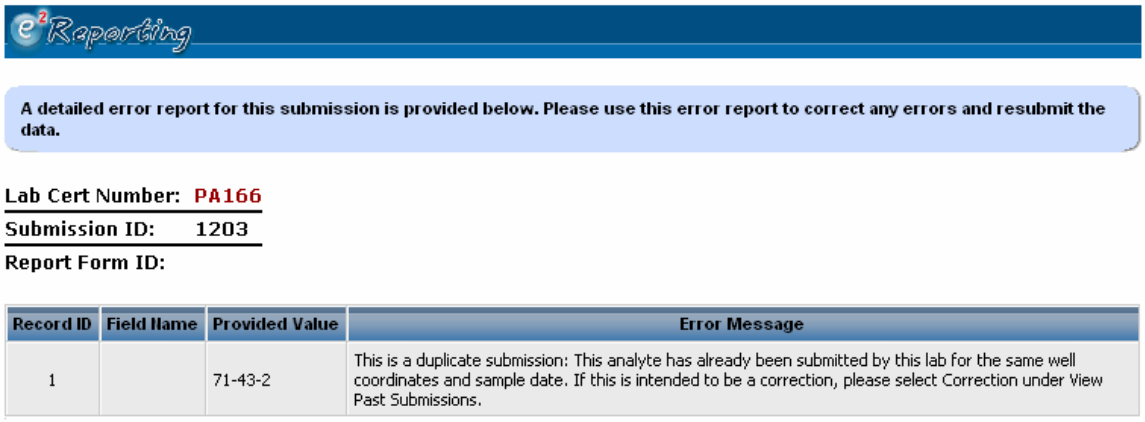


Figure 8.7 Error Message Screen With a Detailed Explanation of the Error(s) Associated with an Electronic PWTA Submission.

The error message screen will list and detail all error messages associated with the selected submission. Once solutions to the error messages have been determined, you can now edit the XML file and resubmit (see section 8.4) it to the NJDEP. There are several ways in which to edit an XML file that is to be resubmitted. These options include:

1.) If the original XML file was created using a LIMS system, download the XML file by clicking on the XML icon located in the Download column of the rejected file you wish to edit. When a user clicks on this icon, the system will display a message asking if a user wants to open or save the XML file as seen in Figure 8.8. A user should save this XML file to their local computer. The XML file can be opened, edited, and saved using Microsoft Windows Wordpad, Notepad or XML viewer application as seen in Figure 8.9. Once the XML file has been edited and the necessary corrections made, it can be uploaded as per Section 8.4.

2.) If the original XML file was created utilizing the Online Form, a user can click on the icon under the Edit column of the View Submission page. This will load the Online Form for that submission which can now be revised. **Note:** Do not click on the XML icon to edit a submission

originally created with the Online Form. All revisions must be completed within the Online Form itself. Do not make any modifications to the XML file generated using the Online Form.

3.) If the original XML file was created utilizing the Excel spreadsheet template, then a Laboratory can utilize the originally **saved** Microsoft Excel spreadsheet template for that specific sample to edit the submission. As stated in Section 7.6.1, it is **strongly recommended** that reporting labs save the individual Excel spreadsheets used for a specific PWTA sample. If the submission is found to contain errors, it will make correcting and resubmitting the sample results to the NJDEP much easier. The NJDEP suggests using the **Submission ID** number as part of the name for a saved PWTA Excel spreadsheet containing data. Open the saved Excel spreadsheet containing the PWTA data that needs to be corrected. Make the necessary corrections and generate a new XML file as stated in Section 7.6.2. This corrected XML file can be uploaded as per Section 8.4.

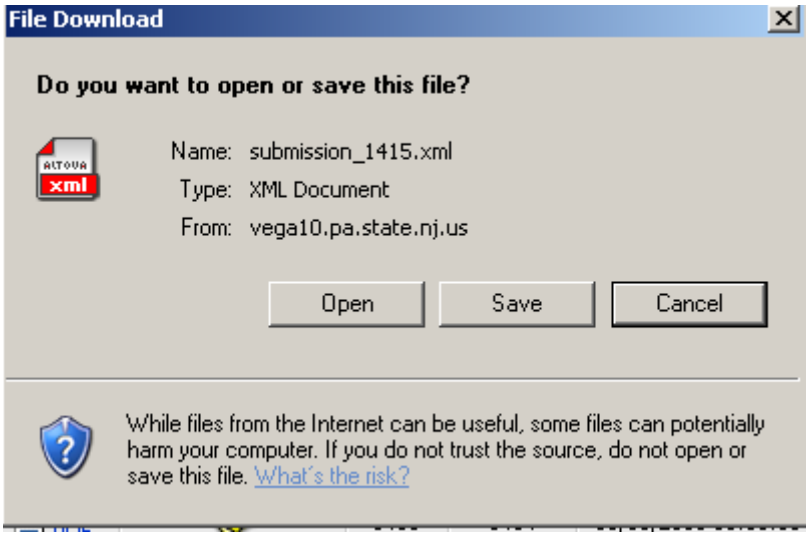


Figure 8.8 Screen Shot Asking User if They Want to Open or Save the .XML file containing the PWTA Electronic Submission to be Edited.

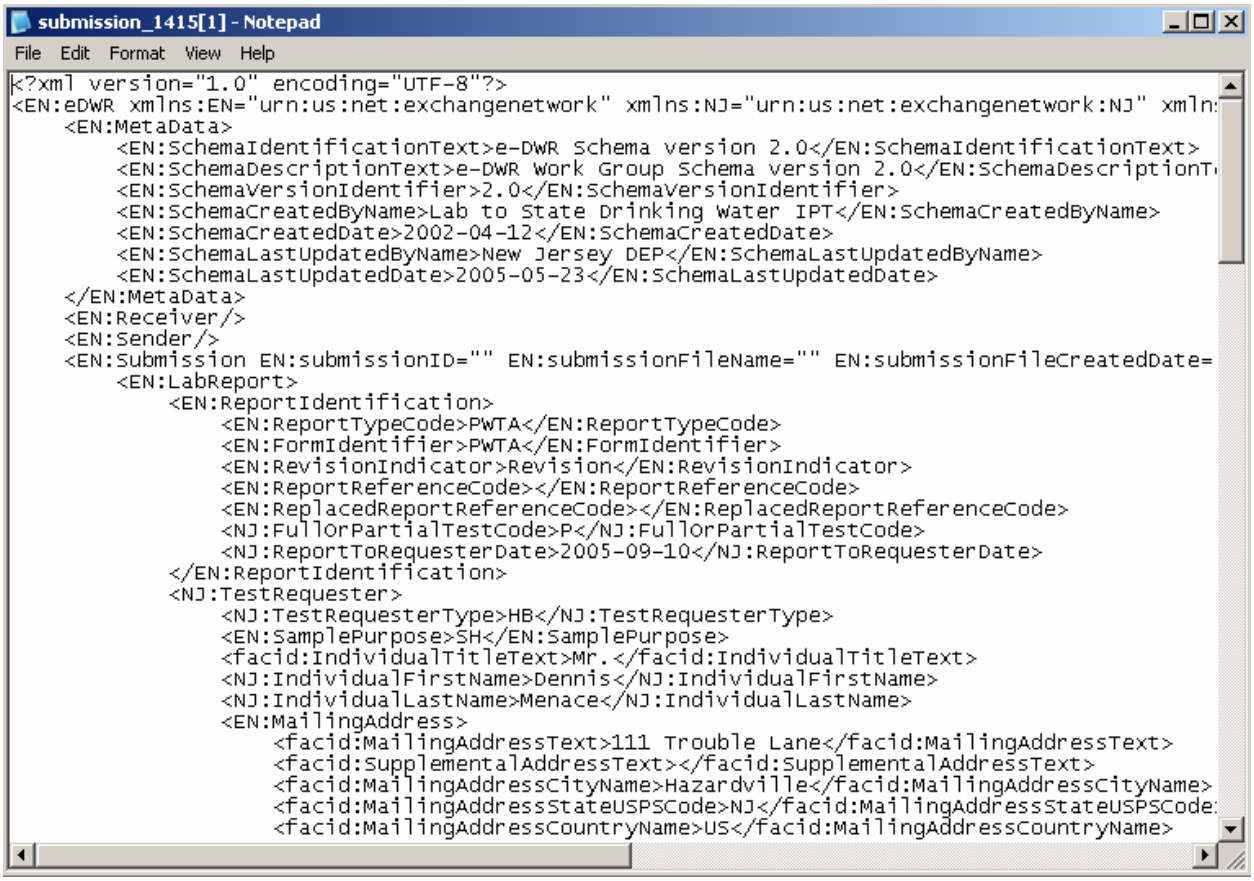


Figure 8.9 PWTA XML File Loaded in Word Pad.

8.4 Resubmitting Corrected Full and Partial PWTA Electronic Submissions

Please note that two figures have been provided below and on the following page summarizing how to revise and resubmit corrected full and partial PWTA XML files that were originally created using a LIMS system, Online Form, and Excel spreadsheet. A narrative explaining in detail on how to resubmit each type of PWTA XML file is provided following these two figures.

How To Submit Revisions to PWTA XML Files Originally Created in the Online Form

Type Of Submission	**Click Here To <u>Revise</u> Original Submittal**	**Click on This Button to <u>Resubmit</u> Revision After Making Corrections**
Full	Edit Button	Submit to DEP Button
Stand Alone Partial	Edit Button	Submit to DEP Button
Linked Partial	Edit Button	Submit to DEP Button

Figure 8.10 Procedures for Revising and Resubmitting XML Files Created Using the Online Form.

How To Submit Revisions to PWTA XML Files Originally Created in the Excel Spreadsheet or by a LIMS System

Type of Submission	**Original Submission Accepted or Rejected?**	**Mark XML File As Original or Revision**	**Click Here To <u>Revise</u> Original Submittal**	**Click on This Button to <u>Resubmit</u> Revision After Correcting Errors**
Full	Accepted	Revision	Saved spreadsheet or XML icon under the Download column	Edit Button
Full	Rejected	Original	Saved spreadsheet or XML icon under the Download column	Upload XML Reports
Stand-Alone Partial	Accepted	Revision	Saved spreadsheet or XML icon under the Download column	Edit Button
Stand-Alone Partial	Rejected	Original	Saved spreadsheet or XML icon under the Download column	Upload XML Reports
Linked Partial	Accepted	Original	Saved spreadsheet or XML icon under the Download column	Button
Linked Partial	Rejected	Original	Saved spreadsheet or XML icon under the Download column	Button

Figure 8.11 Procedures for Revising and Resubmitting XML Files Created Using a LIMS System or the Excel Spreadsheet.

Follow These Guidelines When Resubmitting a Revised Full Submission:

A full PWTA submission contains sample results for all of the required parameters based on county. Once all of the errors have been corrected as per Section 8.3, a laboratory must resubmit the PWTA data to the NJDEP utilizing E2. Please note that, full submissions with a status of Rejected did not make it through the E2 system due to an error(s). As a result, a revised submission correcting all of the errors from the rejected submission must be resubmitted to the E2 system. **Do not resubmit the corrected full submission by clicking on the icon under the Edit column of the rejected submission. Make sure that when a revised full submission is resubmitted it is marked as an original. Do not mark it as a revised submission because it was initially rejected and did not make it through the E2 system. You must click on Upload XML Reports and follow the steps below to resubmit a full submission with an original status of Rejected.**

If it is necessary to revise a full submission that was originally accepted by E2 with a status of Processed, then make the necessary corrections as per Section 8.3 to the XML file and resubmit it by **clicking on the icon under the Edit column of the View Submission page for the accepted submission. Make sure this revised file is marked as a revision and not as an original because it was already accepted into the E2 system.**

Please note that, to revise a full submission originally created using the Online Form click on the icon under the Edit column. This will load the previously submitted Online Form for a laboratory to revise. Once the revisions are complete, click on the Submit to DEP button on Page 3 of the Online Form to submit the revised file. This process is the same whether the sample was originally accepted or rejected. The E2 system will automatically mark the file as an original or revised submission.

In summary, to submit a revised full PWTA XML file that was originally created using a LIMS system or the Excel Spreadsheet, follow these steps:

1.) Click on the View Submission link under the Laboratory Module to determine the status of your submission.

2.) If your submission has a rejected status in the list of submissions identify and correct the errors as per Section 8.3. Make sure the submission is marked as an "Original" as described on page 92 .When all of the errors are corrected, you must click on the Upload XML Reports icon under the Laboratory Module to resubmit a full submission that was originally rejected.

If you have an original full with a status of Processed in the list of submissions, then edit the file as per Section 8.3. Make sure the submission is marked as a "Revision" as described on page 92 .When you are ready to

resubmit, click on the  icon under the Edit column for that row to resend the XML file. This will bring up the screen in Figure 8.13.

3.) Once you are at the screen illustrated in Figure 8.13, utilize the following steps to send a resubmittal to the NJDEP:
   a.) Step 1: Select the location of the corrected XML file to upload.
   b.) Step 2: An **optional** step which tests the structure of the XML file only. It **does not** perform any validation checks.
   c.) Step 3: Enter you PIN number to upload PWTA XML reports.
   d.) Step 4: Click in the  box.
   e.) Step 5: Click on the  button.

The corrected PWTA XML file has now been uploaded to the system. An example of the correction and resubmittal process is illustrated in Figure 8.14. A PWTA submittal with Submission ID # 1385 was rejected and not saved in the E2 system. Corrections were made and the file was resubmitted to E2 with a new Submission ID of 1386. Additional errors were detected and corrected a second time. The file was resubmitted again with a Submission ID of # 1387. The resubmittal (Submission ID # 1387) passed all validation checks in E2 and was assigned a Submission ID # 1387. The Previous Submission ID# is listed as 1386.

Follow These Guidelines When Resubmitting a Revised Linked Partial Submission:

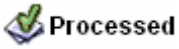
As stated in Section 5.7, there are two types of partial submissions in E2. A linked partial is a partial XML file that is associated with an original full submission that has already been submitted to and accepted by the E2 system. As with the full submission, once all of the errors have been corrected in a linked partial submission, a laboratory must resubmit the PWTA data to the NJDEP utilizing E2. A linked partial submission with a status of  or  that has been revised must be marked as an original.

Click on the  icon in the Edit column on the View Submissions page to resubmit a revised linked partial submission that was originally rejected or accepted by the E2 system.

In summary, to submit a revised linked partial PWTA XML file originally created in a LIMS system or in the Excel spreadsheet, follow these steps:

1.) Click on the  link under the Laboratory Module to determine the status of your submission.

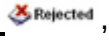
2.) If your submission has a rejected status  in the list of submissions identify and correct the errors as per Section 8.3. Make sure the submission is marked as an “Original” as described on page 92. When all of the errors are corrected, you must click on the  icon in the Edit column on the View Submissions page to resubmit a linked partial PWTA XML file that was

originally rejected. If you have an original linked partial with a status of  in the list of submissions, then edit the file as per Section 8.3. Make sure the submission is marked as a "Revision" as described on page 92. When you are ready to resubmit, click on the  icon under the Edit column for that row to resend the XML file. This will bring up the screen in Figure 8.13.

3.) Once you are at the screen illustrated in Figure 8.13, utilize the following steps to send a resubmittal to the NJDEP:
   a. Step 1: Select the location of the corrected XML file to upload.
   b. Step 2: An **optional** step which tests the structure of the XML file only. It **does not** perform any validation checks.
   c. Step 3: Enter you PIN number to upload PWTA XML reports.
   d. Step 4: Click in the  box.
   e. Step 5: Click on the  button.

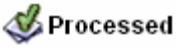
A stand alone partial is a file that is associated with a full submission that has not been submitted to the E2 system (i.e. it was submitted to the former PWTA Equis database system) or the laboratory did not submit the original full submission.

To resubmit a stand alone partial that was originally accepted by E2 with a status of  **, a user must also click on the**  **icon in the Edit column on the View Submission page. The submission must be marked as a revision.**

To resubmit a stand alone partial that was originally rejected by E2 with a status of  **, a user must also click on the**  **icon in the Edit column on the View Submission page. The submission must be marked as an original.**

In summary, to submit a revised stand alone partial PWTA XML file originally created in a LIMS system or in the Excel spreadsheet, follow these steps:

1.) Click on the  link under the Laboratory Module to determine the status of your submission.

2.) If your submission has a rejected status  in the list of submissions identify and correct the errors as per Section 8.3. Make sure the submission is marked as an "Original" as described on page 92. When all of the errors are corrected, you must click on the the  icon in the Edit column on the View Submissions page to resubmit a stand alone partial PWTA XML file that was originally rejected. If your stand alone partial has an original status of  in the list of submissions, then edit the file as per Section 8.3. Make sure the submission is marked as a "Revision" as

described on page 92. When you are ready to resubmit, click on the  icon under the Edit column for that row to resend the stand alone partial XML file. This will bring up the screen in Figure 8.13.

3.) Once you are at the screen illustrated in Figure 8.13, utilize the following steps to send a resubmittal to the NJDEP:
   a. Step 1: Select the location of the corrected XML file to upload.
   b. Step 2: An **optional** step which tests the structure of the XML file only. It **does not** perform any validation checks.
   c. Step 3: Enter you PIN number to upload PWTA XML reports.
   d. Step 4: Click in the  box.
   e. Step 5: Click on the  button.

Please note that, to revise a linked or stand alone partial submission originally created using the Online Form click on the  icon under the Edit column. This will load the previously submitted Online Form for a laboratory to revise. Once the revisions are complete, click on the  button on Page 3 of the Online Form to submit the revised file. This process is the same whether the sample was originally accepted or rejected. The E2 system will automatically mark the file as an original or revised submission.

Note: To change a submission from an original to a revision in an XML file created by a LIMS system or the Excel spreadsheet template, open the XML File. To open an XML file for a specific submission, click on the  icon on the View Submissions page. Save the file to your local drive. You can view the file using Microsft Wordpad, Notepad, or a separate XML file viewer. Find the line in the XML file beginning "Revision Indicator". Change the word "Original" to "Revision" and save the file. Please refer to Figure 8.12. Alternatively, in an XML file originally created by the Excel spreadsheet, open up the saved spreadsheet and on Page 1 under General Information select "Revision" from the drop-down menu. Please note that, the E2 system will automatically change any XML file originally created using the Online Form from "Original" to "Revision".

submission_1502[1] - Notepad

File Edit Format View Help

```
<?xml version="1.0" encoding="UTF-8"?>
<EN:eDWR xmlns:EN="urn:us:net:exchangenetwork" xmlns:NJ="urn:us:net:exchangenetwork:NJ" xmlns:facid="http://www.epa.gov/xml" :
    <EN:MetaData>
        <EN:SchemaIdentificationText>e-DWR Schema version 2.0</EN:SchemaIdentificationText>
        <EN:SchemaDescriptionText>e-DWR Work Group Schema version 2.0</EN:SchemaDescriptionText>
        <EN:SchemaVersionIdentifier>2.0</EN:SchemaVersionIdentifier>
        <EN:SchemaCreatedByName>Lab to State Drinking Water IPT</EN:SchemaCreatedByName>
        <EN:SchemaCreatedDate>2002-04-12</EN:SchemaCreatedDate>
        <EN:SchemaLastUpdatedByName>New Jersey DEP</EN:SchemaLastUpdatedByName>
        <EN:SchemaLastUpdatedDate>2005-05-23</EN:SchemaLastUpdatedDate>
    </EN:MetaData>
    <EN:Receiver/>
    <EN:Sender/>
    <EN:Submission EN:submissionID="" EN:submissionFileName="" EN:submissionFileCreatedDate="2006-02-16">
        <EN:LabReport>
            <EN:ReportIdentification>
                <EN:ReportTypeCode>PWTA</EN:ReportTypeCode>
                <EN:FormIdentifier>PWTA</EN:FormIdentifier>
                <EN:RevisionIndicator>Original</EN:RevisionIndicator>
                <EN:ReportReferenceCode></EN:ReportReferenceCode>
                <EN:ReplacedReportReferenceCode></EN:ReplacedReportReferenceCode>
                <NJ:FullOrPartialTestCode>F</NJ:FullOrPartialTestCode>
                <NJ:ReportToRequesterDate>2005-10-01</NJ:ReportToRequesterDate>
            </EN:ReportIdentification>
            <NJ:TestRequester>
                <NJ:TestRequesterType>HB</NJ:TestRequesterType>
                <EN:SamplePurpose>BH</EN:SamplePurpose>
                <facid:IndividualTitleText></facid:IndividualTitleText>
                <NJ:IndividualFirstName>Sammy</NJ:IndividualFirstName>
                <NJ:IndividualLastName>Hammer</NJ:IndividualLastName>
                <EN:MailingAddress>
                    <facid:MailingAddressText>1003 Route 35</facid:MailingAddressText>
                    <facid:SupplementalAddressText></facid:SupplementalAddressText>
                    <facid:MailingAddressCityName>Lavellette</facid:MailingAddressCityName>
                    <facid:MailingAddressStateUSPSCode>NJ</facid:MailingAddressStateUSPSCode>
                    <facid:MailingAddressCountryName>US</facid:MailingAddressCountryName>
                    <facid:MailingAddressZIPCode>08735</facid:MailingAddressZIPCode>
                </EN:MailingAddress>
                <facid:TelephoneNumber>732-555-0123</facid:TelephoneNumber>
            </NJ:TestRequester>
            <NJ:PWTAProperty>
                <facid:LocationAddressText>1751 Old Tavern Road</facid:LocationAddressText>
                <facid:SupplementalLocationText></facid:SupplementalLocationText>
                <facid:LocalityName>West Windsor Twp.</facid:LocalityName>
                <facid:StateUSPSCode>NJ</facid:StateUSPSCode>
                <facid:LocationZIPCode>08690</facid:LocationZIPCode>
                <NJ:HomeConstructionYear>2002</NJ:HomeConstructionYear>
                <NJ:TreatmentPresentIndicator>N</NJ:TreatmentPresentIndicator>
            </NJ:PWTAProperty>
            <NJ:WellIdentification>
                <NJ:WellBlockCode>100</NJ:WellBlockCode>
                <NJ:WellLotCode>2.02</NJ:WellLotCode>
```

Figure 8.12 Changing the Status of an XML File From an Original to a Revision.

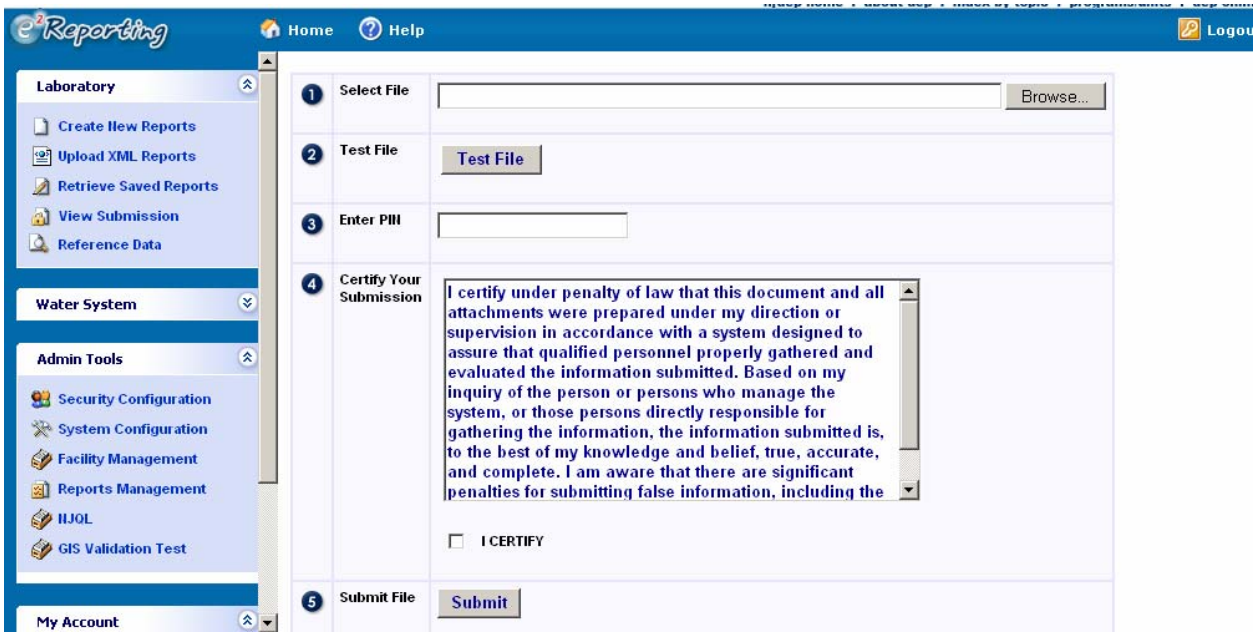


Figure 8.13 Upload Corrected XML Files Using the Edit Button On the View Submission Screen.

Edit	Download	Chain of Custody	Sub. ID	Previous Sub. ID	Received Date	Status	Status Date	Submit User
	XML		1387	1386	01/10/2006 15:31:40		01/10/2006 15:36:50	Richard Gunoskey
	XML		1386		01/10/2006 15:25:22		01/10/2006 15:36:50	Richard Gunoskey
	XML		1385		01/10/2006 15:22:29		01/10/2006 15:22:52	Richard Gunoskey

Figure 8.14 In the View Submission Screen, an Initial Submittal Was Rejected, Resubmitted, and then Accepted By the System.

8.5 Chain of Custody

Under the "View Submission" link, you can view the Chain of Custody for a particular submission by clicking on the icon for a particular submission. The Chain of Custody provides information related to the date and time the submission was sent and received, Certifier's name, submission ID, and other information as illustrated in Figure 8.13.

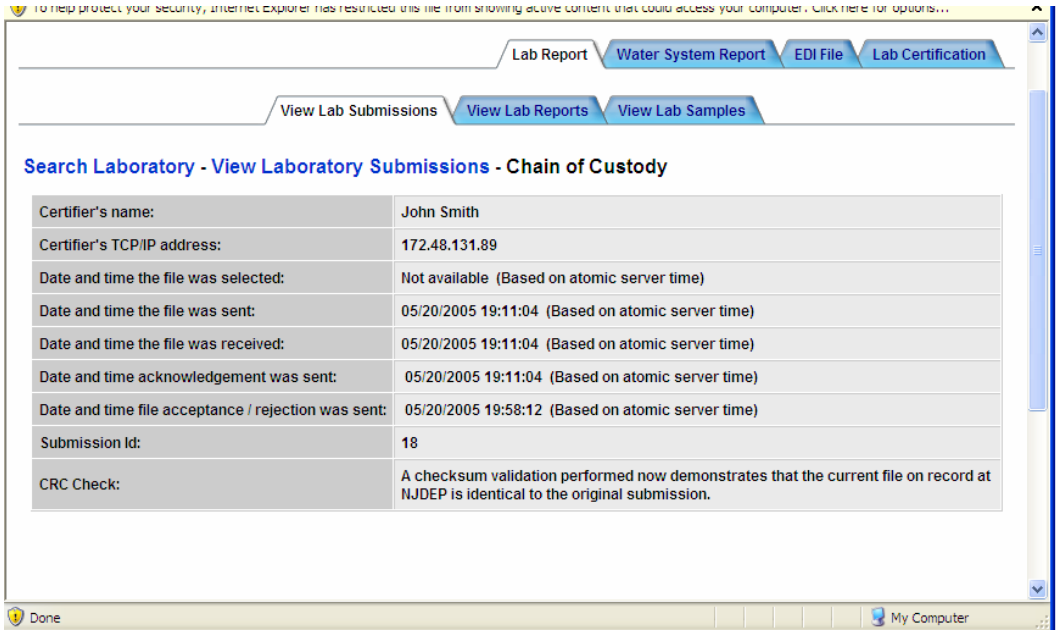


Figure 8.15 The Chain of Custody for a PWTA Submission.

8.6 Editing and Deleting an Incomplete Report Originally Created With the On-Line Form

When creating a report utilizing the On-Line Form, the user has the option to save their progress at any time. If necessary, they can return at a later date to complete the report and submit it to the NJDEP utilizing E2.

To edit, or delete a saved report originally created in the On-Line Form that has **not** yet been submitted to the NJDEP click on "Retrieve Saved Reports" link under the Laboratory module on the left hand side of the screen. This will open up the screen in Figure 8.14.

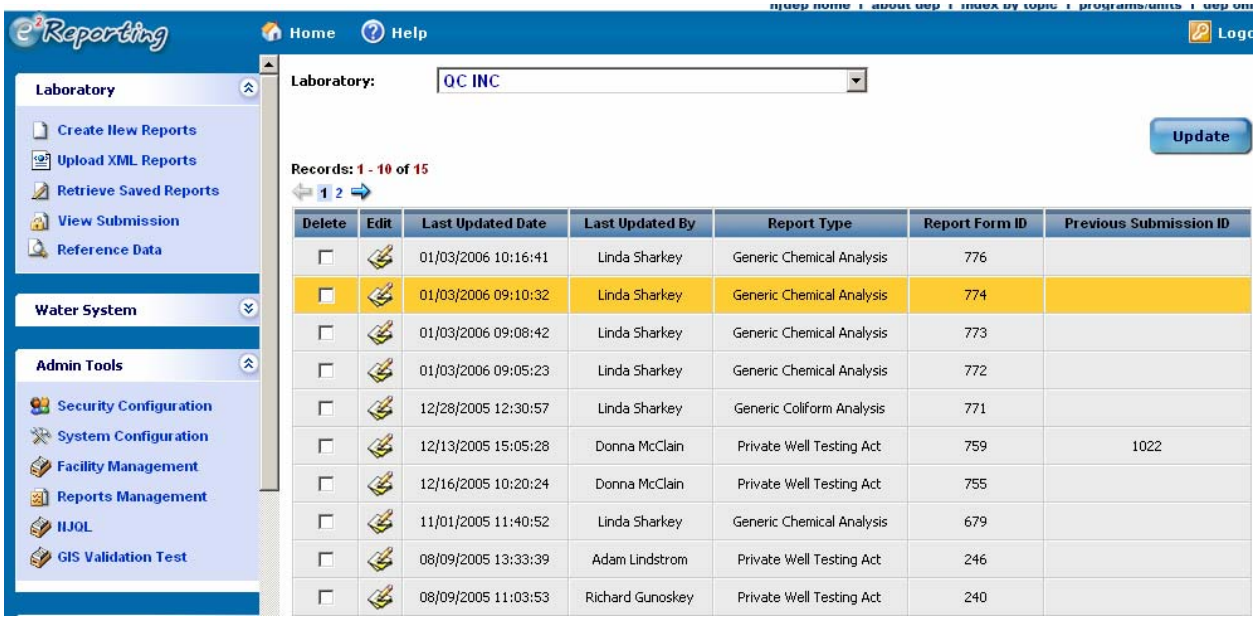


Figure 8.16 The Retrieved Saved Reports Screen.

8.6.1 Editing an Incomplete Report Originally Created Using the Online Form

To edit an incomplete report created in the Online Form, select a laboratory from the drop-down menu and highlight the desired report. A laboratory can edit the report by clicking on the  icon which will open the report. Complete or make any necessary changes to the report and submit it to the NJDEP.

8.6.2 Deleting an Incomplete Report

A report can be deleted by checking the Delete check box next to the appropriate report in the first column of the page. After selecting the proper report, click on the "Update" button as seen in Figure 8.15. This will bring up a message box as seen in Figure 8.16 asking if you want to delete the selected report(s). To delete the reports, click on OK.

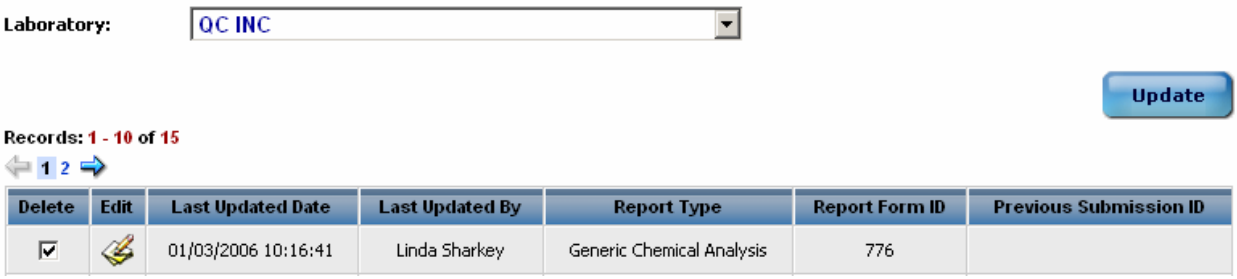


Figure 8.17 Deleting an Open PWTA Electronic Report.

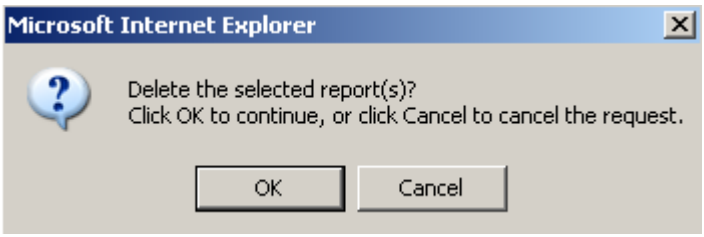


Figure 8.18 Dialog Box Confirming That You Want to Delete Selected the Selected Report(s)

9.0 Definition of Fields and Terms

1. Header Information Section

Form Identifier- state assigned form identifier to uniquely identify the type of electronic report being submitted to the NJDEP. For the PWTA program, this field is "PWTA".

Revision Indicator- this fields indicates whether the submission was an "original" or a correction (revision). This is handled automatically by the E2 system.

Replace Reported Reference Code- The previous report reference code that this report intends to replace. This is used only for a revision and is auto populated by E2.

Full or Partial Test- states whether the submission is a full or partial submission. NOTE: A partial submission is only currently being used for coliform (total coliform, fecal, E.coli) results that exceed the six month time frame for which the results are valid.

Reporting Lab Cert. Number- the certification number of the laboratory that is actually **submitting** the data.

Report Date- date the report was completed and sent to the test requestor.

2. Demographic Information Section (Test Requestor Information Subsection)

Test Requestor Type- role of the requestor. This field can have one of six values: Builder (BLD), Home Owner (HO), Realtor (RLT), Home Buyer (HB), Landlord (LLD), and Tenant (TNT).

Sample Purpose- reason for the private well being sampled. This field can have one of five values: Retest (RTST), New Well (NW), Sell House (SH), Buy House (BH), and Rental 5 Year Retest (RT5YR) for a landlord/tenant scenario.

Title- title of the PWTA requestor.

First Name- first name of the PWTA requestor.

Last Name- last name of the PWTA requestor.

Address 1- first line of the mailing address of the PWTA requestor.

Address 2- second line of the mailing address of the PWTA requestor.

City- city of the PWTA requestor.

State- USPS state abbreviation of the PWTA requestor.

Country- home country of the PWTA requestor.

Postal Code-postal code of the PWTA requestor. If it is a U.S. address, a 5 digit zip code is to be used.

Phone Number- home phone number of the PWTA requestor including area code.

3. Demographic Information Section (Property Information Subsection)

Contract of Sale Date-conditionally required field that must only have a value if a new parameter is added in the future to the PWTA required parameter list. The logic for this field is as follows: If County = "x" and Contract_Of_Sale_Date >= the effective date of the new parameter, then result field for that new parameter cannot be null. If county = "x" and sample purpose = rental 5 yr retest and sample_date >= effective date of the new parameter, then the result field for that new parameter cannot be null.

Address Line 1- first line of the property's address where the sample was collected.

Address Line 2- second line of the property's address where the sample was collected.

Property City- city in which the property a sample was collected at is located.

Property State- state in which the property a sample was collected is located.

Property Zip Code- zip code in which the property a sample was collected is located.

Year of Home Construction- the known or approximate age of the dwelling at which the sample was collected.

Treatment Present- this field is used to indicate whether or not some type of treatment system(s) are currently installed.

Type of Treatment- this field lists the type of known treatment systems installed. It is a conditionally required field. If a value of "Y" is entered in the Treatment Present field, then at least one treatment type must be indicated in the Type of Treatment field.

4. Well and Sample Information Section (Well Information Subsection)

Well Block Code- block code of the property.

Well Lot Code- lot code of the property.

Well County Code- two digit code identifying the county of the well in which sampling was conducted.

Well County Muni Code- four digit code identifying the county and municipality of the well in which sampling was conducted. The first two digits identify the county and the last two digits identify the municipality.

Well Permit Number- permit number for the well. This field is a conditionally required field. If a value of “new construction” is entered in the Sample Purpose field, then a value must be present in the Well Permit Number field.

Well Driller Name- name of the well driller who initially installed the well. This field is a conditionally required field. If a value of “new construction” is entered in the Sample purpose field, then a value must be present in the Well Driller Name field.

Well Install Date- date of well installation. This field is a conditionally required field. If a value of “new construction” is entered in the Sample Purpose field, then a value must be present in the Well Install Date field.

NJ State Plane Easting Feet (X)- the easting point value of the well head or front door of the property in which the sample was collected. This value must be expressed as a New Jersey State Plane coordinate value.

NJ State Plane Northing Feet (Y)- the northing point value of the well head or front door of the property in which the sample was collected. This value must be expressed as a New Jersey State Plane coordinate value.

Coordinate Method Code- method used to determine GPS coordinates. The only value currently acceptable for this field is GPS. Additional values may be added in the future.

4.11 GPS Reference Point Code- a code describing the specific location where GPS coordinates were collected. This field can have one of six values: Raised Wellhead (WHR), Well Head Pit (WHP), Sample Collection Point (SCP), Flush mount (WHF), Front Door (FD), and Alternative Location (ALTLO).

GPS Reference Point Comments- used to describe the exact location where GPS coordinates were collected if alternative location (AltLo) is selected in the GPS Reference Point Code field. This field is a conditionally required field. If a value of “AltLo” is entered in the GPS Reference Point Code field, then a value must be present in the GPS Reference Point Comments field.

5. Well and Sample Information Section (Sample Collection Information Subsection)

Sample Date- date that the sample was collected.

Sample Time-time the sample was collected.

Sampler Name- name of the person(s) collecting the sample.

Sampler Affiliation- name of the company or agency collecting the sample.

Untreated Sample Location- location describing the exact location where the sample was collected. This field can have one of seven values: Well Head (WH), Holding/Pressure Tank (HPT), Kitchen Tap (KT), Bathroom Tap (BT), Spigot (SPIGO), Before Treatment (BFRT), and Alternative Location (ALTLO).

Flushing Location- location describing where the residence's water supply was purged. This field can have one of five values: Well Head (WH), Holding/Pressure Tank (HPT), Kitchen Tap (KT), Bathroom Tap (BT), and Alternative Location (ALTLO).

Flushing Information Comments- used to describe the exact location where water supply was purged if alternative location (ALTLO) is selected in the Flushing Location field. This field is a conditionally required field. If a value of "ALTLO" is entered in the Flushing Location field, then a value must be present in the Flushing Information Comments section.

Record ID- unique identifier for the record within the submission. This field is auto populated by E2 on the web entry form. (NOTE: this field is only used in the error report to aid in locating records with errors).

6. Results Information Section

Analyzing Lab Cert. Number- NJDEP certification number of the laboratory that actually performed the analysis on a specific parameter.

Analysis Start Date- date the analysis was begun on the sample.

Analysis Start Time- time the analysis was begun on the sample.

Analysis Completion Date- date the analysis was completed on the sample.

Analysis Completion Time- time the analysis was completed on the sample.

Lab Sample ID- unique identifier for the sample in the lab.

Method Code- the specific method used to analyze a particular parameter in a sample.

CAS Number-Chemical Abstract Services number for the specific parameter.

Analyte Name- specific name of the parameter.

6.10 Result- the quantitative reporting value for the specific parameter. NOTE: this field accepts negative values for gross alpha data.

6.11 Units- units the results are expressed in. This field is auto populated by E2 on the On-Line Form and Excel spreadsheet for all parameters except total coliform, fecal coliform, and E.coli.

6.12 Detect Flag- a Yes/No field which indicates whether a specific parameter was detected at a concentration exceeding their respective Method Detection Limit (MDL) or the Method Detectable Concentration (MDC) for gross alpha.

6.13 Detection Level (MDC/MDL)- the result specific Method Detection Limit (MDL) for a parameter including any mathematical corrections required due to sample dilution. For gross alpha results, this field contains the Minimum Detectable Concentration (MDC).

6.14 Radiological Result Count Error- a +/- error value associated with gross alpha analyses only. This is a conditionally required field only if gross alpha was a required parameter of analysis.

6.15 Qualifier- a value flag that codes the result value as cautioned or qualified for interpretation. This field is left null for unqualified values. This field can have one of four values: less than (<), TNTC (Too Numerous To Count), P (Presence), and A (Absence). The qualifiers TNTC, P, and A apply to total coliform, fecal coliform, and E. coli only.

6.16 Results Comments- used to make specific comments concerning information related to the result values.

Miscellaneous terms:

Correction – refers to a resubmitted electronic PWTA data file whose content differs from the database content. If the sample already exists in the database, the file content will be compared to all data for the sample in the database. If any file content differs from the database content, the file will be considered a correction and the different data will replace the existing database data.

Duplicate – refers to a resubmitted electronic PWTA data file whose content **exactly** matches the database content. If this is the case, the file will be considered a duplicate and rejected by the system. A rejection notification will automatically be sent out to the sender.

Full Submittal- a complete electronic PWTA analytical data package submitted to the NJDEP-PWTA Program that satisfies the requirements of N.J.A.C. 7:9E.

Partial Submittal- a partial electronic PWTA analytical data package submitted to the NJDEP-PWTA Program that satisfies the requirements of N.J.A.C. 7:9E-2.1 & N.J.A.C. 7:18 for microbiological (total coliform, fecal coliform, and E.coli) analyses only at this time.

Stand alone partial XML File- a stand alone partial is a file that is associated with a full submission that has not been submitted to the E2 system (i.e. it was submitted to the former PWTA Equis database system). A stand alone partial also refers to a partial file that was created by a certified laboratory which is different from the lab that created and submitted the corresponding original full submission to the E2 system.

Linked Partial XML File- a linked partial XML file is a partial file that is associated with an original full submission that has already been submitted to and accepted by the E2 system. In order for a partial to be linked to it's corresponding full submission in E2, the **same** laboratory must have submitted both the full and corresponding partial submissions to E2.

Required Parameters - Those analytes listed in the Private Well Testing Act namely: bacteria (total coliform), nitrate, iron, manganese, pH, lead, and all volatile organic compounds for which maximum contaminant levels (MCLs) have been established according to state law. The Private Well Testing Act Regulations (N.J.A.C. 7:9E) require the same parameters as the Act, plus *mercury, *[#]arsenic, and [♦+@]gross alpha particle activity.

XML Schema – A format that defines the data elements, required fields, order, and data types in an XML file.

*Requirement is county-specific (see Appendix15)

[#] A new MCL of 5 ug/l (ppb) has been adopted by the NJDEP for arsenic and became effective January 23, 2006.

[+] Requirement was phased-in for Cumberland and Gloucester **c**ounties with an effective date of March 15th, 2003. (see Appendix 15)

♦ Requirement was phased-in for Atlantic, Burlington, Camden and Salem Counties with an effective date of date September 16th, 2003. (see Appendix 15)

@ Requirement was phased-in for Cape May, Hunterdon, Mercer, Middlesex, Monmouth, and Ocean Counties with an effective date of March 16th, 2004. (see Appendix 15)

Please note that a new Ground Water Quality Standard of 5 ug/l (ppb) has been adopted by the NJDEP for lead and is effective beginning January 23, 2006.

APPENDIX 1: Acceptable County Reference Codes For Electronic PWTA Data Reporting

COUNTY_CODE	COUNTY_NAME
01	Atlantic

02	Bergen
03	Burlington
04	Camden
05	Cape May
06	Cumberland
07	Essex
08	Gloucester
09	Hudson
10	Hunterdon
11	Mercer
12	Middlesex
13	Monmouth
14	Morris
15	Ocean
16	Passaic
17	Salem
18	Somerset
19	Sussex
20	Union
21	Warren

APPENDIX 2: Municipal Reference Codes For Electronic PWTA Data Reporting

MUNI_CODE	COUNTY_NAME	MUNICIPALITY_NAME
0101	Atlantic	Absecon City
0102	Atlantic	Atlantic City
0103	Atlantic	Brigantine City
0104	Atlantic	Buena Boro
0105	Atlantic	Buena Vista Twp
0106	Atlantic	Corbin City
0107	Atlantic	Egg Harbor City
0108	Atlantic	Egg Harbor Twp
0109	Atlantic	Estell Manor City
0110	Atlantic	Folsom Boro
0111	Atlantic	Galloway Twp
0112	Atlantic	Hamilton Twp
0113	Atlantic	Hammonton Town
0114	Atlantic	Linwood City
0115	Atlantic	Longport Boro
0116	Atlantic	Margate City
0117	Atlantic	Mullica Twp
0118	Atlantic	Northfield City
0119	Atlantic	Pleasantville City
0120	Atlantic	Port Republic City
0121	Atlantic	Somers Point City
0122	Atlantic	Ventnor City
0123	Atlantic	Weymouth Twp
0201	Bergen	Allendale Boro
0202	Bergen	Alpine Boro
0203	Bergen	Bergenfield Boro
0204	Bergen	Bogota Boro
0205	Bergen	Carlstadt Boro
0206	Bergen	Cliffside Park Boro
0207	Bergen	Closter Boro
0208	Bergen	Cresskill Boro
0209	Bergen	Demarest Boro
0210	Bergen	Dumont Boro
0211	Bergen	Elmwood Park Boro
0212	Bergen	East Rutherford Boro
0213	Bergen	Edgewater Boro
0214	Bergen	Emerson Boro
0215	Bergen	Englewood City
0216	Bergen	Englewood Cliffs Boro
0217	Bergen	Fair Lawn Boro
0218	Bergen	Fairview Boro
0219	Bergen	Fort Lee Boro
0220	Bergen	Franklin Lakes Boro

0221	Bergen	Garfield City
0222	Bergen	Glen Rock Boro
0223	Bergen	Hackensack City
0224	Bergen	Harrington Park Boro
0225	Bergen	Hasbrouck Heights Boro
0226	Bergen	Haworth Boro
0227	Bergen	Hillsdale Boro
0228	Bergen	Ho-ho-kus Boro
0229	Bergen	Leonia Boro
0230	Bergen	Little Ferry Boro
0231	Bergen	Lodi Boro
0232	Bergen	Lyndhurst Twp
0233	Bergen	Mahwah Twp
0234	Bergen	Maywood Boro
0235	Bergen	Midland Park Boro
0236	Bergen	Montvale Boro
0237	Bergen	Moonachie Boro
0238	Bergen	New Milford Boro
0239	Bergen	North Arlington Boro
0240	Bergen	Northvale Boro
0241	Bergen	Norwood Boro
0242	Bergen	Oakland Boro
0243	Bergen	Old Tappan Boro
0244	Bergen	Oradell Boro
0245	Bergen	Palisades Park Boro
0246	Bergen	Paramus Boro
0247	Bergen	Park Ridge Boro
0248	Bergen	Ramsey Boro
0249	Bergen	Ridgefield Boro
0250	Bergen	Ridgefield Park Village
0251	Bergen	Ridgewood Village
0252	Bergen	River Edge Boro
0253	Bergen	River Vale Twp
0254	Bergen	Rochelle Park Twp
0255	Bergen	Rockleigh Boro
0256	Bergen	Rutherford Boro
0257	Bergen	Saddle Brook Twp
0258	Bergen	Saddle River Boro
0259	Bergen	South Hackensack Twp
0260	Bergen	Teaneck Twp
0261	Bergen	Tenafly Boro
0262	Bergen	Teterboro Boro
0263	Bergen	Upper Saddle River Boro
0264	Bergen	Waldwick Boro
0265	Bergen	Wallington Boro
0266	Bergen	Washington Twp
0267	Bergen	Westwood Boro
0268	Bergen	Woodcliff Lake Boro

0269	Bergen	Wood-Ridge Boro
0270	Bergen	Wyckoff Twp
0301	Burlington	Bass River Twp
0302	Burlington	Beverly City
0303	Burlington	Bordentown City
0304	Burlington	Bordentown Twp
0305	Burlington	Burlington City
0306	Burlington	Burlington Twp
0307	Burlington	Chesterfield Twp
0308	Burlington	Cinnaminson Twp
0309	Burlington	Delanco Twp
0310	Burlington	Delran Twp
0311	Burlington	Eastampton Twp
0312	Burlington	Edgewater Park Twp
0313	Burlington	Evesham Twp
0314	Burlington	Fieldsboro Boro
0315	Burlington	Florence Twp
0316	Burlington	Hainesport Twp
0317	Burlington	Lumberton Twp
0318	Burlington	Mansfield Twp
0319	Burlington	Maple Shade Twp
0320	Burlington	Medford Twp
0321	Burlington	Medford Lakes Boro
0322	Burlington	Moorestown Twp
0323	Burlington	Mount Holly Twp
0324	Burlington	Mount Laurel Twp
0325	Burlington	New Hanover Twp
0326	Burlington	North Hanover Twp
0327	Burlington	Palmyra Boro
0328	Burlington	Pemberton Boro
0329	Burlington	Pemberton Twp
0330	Burlington	Riverside Twp
0331	Burlington	Riverton Boro
0332	Burlington	Shamong Twp
0333	Burlington	Southampton Twp
0334	Burlington	Springfield Twp
0335	Burlington	Tabernacle Twp
0336	Burlington	Washington Twp
0337	Burlington	Westampton Twp
0338	Burlington	Willingboro Twp
0339	Burlington	Woodland Twp
0340	Burlington	Wrightstown Boro
0401	Camden	Audubon Boro
0402	Camden	Audubon Park Boro
0403	Camden	Barrington Boro
0404	Camden	Bellmawr Boro
0405	Camden	Berlin Boro
0406	Camden	Berlin Twp

0407	Camden	Brooklawn Boro
0408	Camden	Camden City
0409	Camden	Cherry Hill Twp
0410	Camden	Chesilhurst Boro
0411	Camden	Clementon Boro
0412	Camden	Collingswood Boro
0413	Camden	Gibbsboro Boro
0414	Camden	Gloucester City
0415	Camden	Gloucester Twp
0416	Camden	Haddon Twp
0417	Camden	Haddonfield Boro
0418	Camden	Haddon Heights Boro
0419	Camden	Hi-Nella Boro
0420	Camden	Laurel Springs Boro
0421	Camden	Lawnside Boro
0422	Camden	Lindenwold Boro
0423	Camden	Magnolia Boro
0424	Camden	Merchantville Boro
0425	Camden	Mount Ephraim Boro
0426	Camden	Oaklyn Boro
0427	Camden	Pennsauken Twp
0428	Camden	Pine Hill Boro
0429	Camden	Pine Valley Boro
0430	Camden	Runnemede Boro
0431	Camden	Somerdale Boro
0432	Camden	Stratford Boro
0433	Camden	Tavistock Boro
0434	Camden	Voorhees Twp
0435	Camden	Waterford Twp
0436	Camden	Winslow Twp
0437	Camden	Woodlynne Boro
0501	Cape May	Avalon Boro
0502	Cape May	Cape May City
0503	Cape May	Cape May Point Boro
0504	Cape May	Dennis Twp
0505	Cape May	Lower Twp
0506	Cape May	Middle Twp
0507	Cape May	North Wildwood City
0508	Cape May	Ocean City
0509	Cape May	Sea Isle City
0510	Cape May	Stone Harbor Boro
0511	Cape May	Upper Twp
0512	Cape May	West Cape May Boro
0513	Cape May	West Wildwood Boro
0514	Cape May	Wildwood City
0515	Cape May	Wildwood Crest Boro
0516	Cape May	Woodbine Boro
0601	Cumberland	Bridgeton City

0602	Cumberland	Commercial Twp
0603	Cumberland	Deerfield Twp
0604	Cumberland	Downe Twp
0605	Cumberland	Fairfield Twp
0606	Cumberland	Greenwich Twp
0607	Cumberland	Hopewell Twp
0608	Cumberland	Lawrence Twp
0609	Cumberland	Maurice River Twp
0610	Cumberland	Millville City
0611	Cumberland	Shiloh Boro
0612	Cumberland	Stow Creek Twp
0613	Cumberland	Upper Deerfield Twp
0614	Cumberland	Vineland City
0701	Essex	Belleville Twp
0702	Essex	Bloomfield Twp
0703	Essex	Caldwell Boro
0704	Essex	Cedar Grove Twp
0705	Essex	East Orange City
0706	Essex	Essex Fells Boro
0707	Essex	Fairfield Twp
0708	Essex	Glen Ridge Boro
0709	Essex	Irvington Twp
0710	Essex	Livingston Twp
0711	Essex	Maplewood Twp
0712	Essex	Millburn Twp
0713	Essex	Montclair Twp
0714	Essex	Newark City
0715	Essex	North Caldwell Boro
0716	Essex	Nutley Twp
0717	Essex	Orange City Twp
0718	Essex	Roseland Boro
0719	Essex	South Orange Village Twp
0720	Essex	Verona Twp
0721	Essex	West Caldwell Twp
0722	Essex	West Orange Twp
0801	Gloucester	Clayton Boro
0802	Gloucester	Deptford Twp
0803	Gloucester	East Greenwich Twp
0804	Gloucester	Elk Twp
0805	Gloucester	Franklin Twp
0806	Gloucester	Glassboro Boro
0807	Gloucester	Greenwich Twp
0808	Gloucester	Harrison Twp
0809	Gloucester	Logan Twp
0810	Gloucester	Mantua Twp
0811	Gloucester	Monroe Twp
0812	Gloucester	National Park Boro
0813	Gloucester	Newfield Boro

0814	Gloucester	Paulsboro Boro
0815	Gloucester	Pitman Boro
0816	Gloucester	South Harrison Twp
0817	Gloucester	Swedesboro Boro
0818	Gloucester	Washington Twp
0819	Gloucester	Wenonah Boro
0820	Gloucester	West Deptford Twp
0821	Gloucester	Westville Boro
0822	Gloucester	Woodbury City
0823	Gloucester	Woodbury Heights Boro
0824	Gloucester	Woolwich Twp
0901	Hudson	Bayonne City
0902	Hudson	East Newark Boro
0903	Hudson	Guttenberg Town
0904	Hudson	Harrison Town
0905	Hudson	Hoboken City
0906	Hudson	Jersey City
0907	Hudson	Kearny Town
0908	Hudson	North Bergen Twp
0909	Hudson	Secaucus Town
0910	Hudson	Union City
0911	Hudson	Weehawken Twp
0912	Hudson	West New York Town
1001	Hunterdon	Alexandria Twp
1002	Hunterdon	Bethlehem Twp
1003	Hunterdon	Bloomsbury Boro
1004	Hunterdon	Califon Boro
1005	Hunterdon	Clinton Town
1006	Hunterdon	Clinton Twp
1007	Hunterdon	Delaware Twp
1008	Hunterdon	East Amwell Twp
1009	Hunterdon	Flemington Boro
1010	Hunterdon	Franklin Twp
1011	Hunterdon	Frenchtown Boro
1012	Hunterdon	Glen Gardner Boro
1013	Hunterdon	Hampton Boro
1014	Hunterdon	High Bridge Boro
1015	Hunterdon	Holland Twp
1016	Hunterdon	Kingwood Twp
1017	Hunterdon	Lambertville City
1018	Hunterdon	Lebanon Boro
1019	Hunterdon	Lebanon Twp
1020	Hunterdon	Milford Boro
1021	Hunterdon	Raritan Twp
1022	Hunterdon	Readington Twp
1023	Hunterdon	Stockton Boro
1024	Hunterdon	Tewksbury Twp
1025	Hunterdon	Union Twp

1026	Hunterdon	West Amwell Twp
1101	Mercer	East Windsor Twp
1102	Mercer	Ewing Twp
1103	Mercer	Hamilton Twp
1104	Mercer	Hightstown Boro
1105	Mercer	Hopewell Boro
1106	Mercer	Hopewell Twp
1107	Mercer	Lawrence Twp
1108	Mercer	Pennington Boro
1109	Mercer	Princeton Boro
1110	Mercer	Princeton Twp
1111	Mercer	Trenton City
1112	Mercer	Robbinsville Twp
1113	Mercer	West Windsor Twp
1201	Middlesex	Carteret Boro
1202	Middlesex	Cranbury Twp
1203	Middlesex	Dunellen Boro
1204	Middlesex	East Brunswick Twp
1205	Middlesex	Edison Twp
1206	Middlesex	Helmetta Boro
1207	Middlesex	Highland Park Boro
1208	Middlesex	Jamesburg Boro
1209	Middlesex	Old Bridge Twp
1210	Middlesex	Metuchen Boro
1211	Middlesex	Middlesex Boro
1212	Middlesex	Milltown Boro
1213	Middlesex	Monroe Twp
1214	Middlesex	New Brunswick City
1215	Middlesex	North Brunswick Twp
1216	Middlesex	Perth Amboy City
1217	Middlesex	Piscataway Twp
1218	Middlesex	Plainsboro Twp
1219	Middlesex	Sayreville Boro
1220	Middlesex	South Amboy City
1221	Middlesex	South Brunswick Twp
1222	Middlesex	South Plainfield Boro
1223	Middlesex	South River Boro
1224	Middlesex	Spotswood Boro
1225	Middlesex	Woodbridge Twp
1301	Monmouth	Allenhurst Boro
1302	Monmouth	Allentown Boro
1303	Monmouth	Asbury Park City
1304	Monmouth	Atlantic Highlands Boro
1305	Monmouth	Avon-By-The-Sea Boro
1306	Monmouth	Belmar Boro
1307	Monmouth	Bradley Beach Boro
1308	Monmouth	Brielle Boro
1309	Monmouth	Colts Neck Twp

1310	Monmouth	Deal Boro
1311	Monmouth	Eatontown Boro
1312	Monmouth	Englishtown Boro
1313	Monmouth	Fair Haven Boro
1314	Monmouth	Farmingdale Boro
1315	Monmouth	Freehold Boro
1316	Monmouth	Freehold Twp
1317	Monmouth	Highlands Boro
1318	Monmouth	Holmdel Twp
1319	Monmouth	Howell Twp
1320	Monmouth	Interlaken Boro
1321	Monmouth	Keansburg Boro
1322	Monmouth	Keyport Boro
1323	Monmouth	Little Silver Boro
1324	Monmouth	Loch Arbour Village
1325	Monmouth	Long Branch City
1326	Monmouth	Manalapan Twp
1327	Monmouth	Manasquan Boro
1328	Monmouth	Marlboro Twp
1329	Monmouth	Matawan Boro
1330	Monmouth	Aberdeen Twp
1331	Monmouth	Middletown Twp
1332	Monmouth	Millstone Twp
1333	Monmouth	Monmouth Beach Boro
1334	Monmouth	Neptune Twp
1335	Monmouth	Neptune City Boro
1336	Monmouth	Tinton Falls Boro
1337	Monmouth	Ocean Twp
1338	Monmouth	Oceanport Boro
1339	Monmouth	Hazlet Twp
1340	Monmouth	Red Bank Boro
1341	Monmouth	Roosevelt Boro
1342	Monmouth	Rumson Boro
1343	Monmouth	Sea Bright Boro
1344	Monmouth	Sea Girt Boro
1345	Monmouth	Shrewsbury Boro
1346	Monmouth	Shrewsbury Twp
1347	Monmouth	Lake Como Boro
1348	Monmouth	Spring Lake Boro
1349	Monmouth	Spring Lake Heights Boro
1350	Monmouth	Union Beach Boro
1351	Monmouth	Upper Freehold Twp
1352	Monmouth	Wall Twp
1353	Monmouth	West Long Branch Boro
1401	Morris	Boonton Town
1402	Morris	Boonton Twp
1403	Morris	Butler Boro
1404	Morris	Chatham Boro

1405	Morris	Chatham Twp
1406	Morris	Chester Boro
1407	Morris	Chester Twp
1408	Morris	Denville Twp
1409	Morris	Dover Town
1410	Morris	East Hanover Twp
1411	Morris	Florham Park Boro
1412	Morris	Hanover Twp
1413	Morris	Harding Twp
1414	Morris	Jefferson Twp
1415	Morris	Kinnelon Boro
1416	Morris	Lincoln Park Boro
1417	Morris	Madison Boro
1418	Morris	Mendham Boro
1419	Morris	Mendham Twp
1420	Morris	Mine Hill Twp
1421	Morris	Montville Twp
1422	Morris	Morris Twp
1423	Morris	Morris Plains Boro
1424	Morris	Morristown Town
1425	Morris	Mountain Lakes Boro
1426	Morris	Mount Arlington Boro
1427	Morris	Mount Olive Twp
1428	Morris	Netcong Boro
1429	Morris	Parsippany-Troy Hills Twp
1430	Morris	Long Hill Twp
1431	Morris	Pequannock Twp
1432	Morris	Randolph Twp
1433	Morris	Riverdale Boro
1434	Morris	Rockaway Boro
1435	Morris	Rockaway Twp
1436	Morris	Roxbury Twp
1437	Morris	Victory Gardens Boro
1438	Morris	Washington Twp
1439	Morris	Wharton Boro
1501	Ocean	Barnegat Light Boro
1502	Ocean	Bay Head Boro
1503	Ocean	Beach Haven Boro
1504	Ocean	Beachwood Boro
1505	Ocean	Berkeley Twp
1506	Ocean	Brick Twp
1507	Ocean	Dover Twp
1508	Ocean	Eagleswood Twp
1509	Ocean	Harvey Cedars Boro
1510	Ocean	Island Heights Boro
1511	Ocean	Jackson Twp
1512	Ocean	Lacey Twp
1513	Ocean	Lakehurst Boro

1514	Ocean	Lakewood Twp
1515	Ocean	Lavallette Boro
1516	Ocean	Little Egg Harbor Twp
1517	Ocean	Long Beach Twp
1518	Ocean	Manchester Twp
1519	Ocean	Mantoloking Boro
1520	Ocean	Ocean Twp
1521	Ocean	Ocean Gate Boro
1522	Ocean	Pine Beach Boro
1523	Ocean	Plumsted Twp
1524	Ocean	Point Pleasant Boro
1525	Ocean	Point Pleasant Beach Boro
1526	Ocean	Seaside Heights Boro
1527	Ocean	Seaside Park Boro
1528	Ocean	Ship Bottom Boro
1529	Ocean	South Toms River Boro
1530	Ocean	Stafford Twp
1531	Ocean	Surf City Boro
1532	Ocean	Tuckerton Boro
1533	Ocean	Barnegat Twp
1601	Passaic	Bloomingdale Boro
1602	Passaic	Clifton City
1603	Passaic	Haledon Boro
1604	Passaic	Hawthorne Boro
1605	Passaic	Little Falls Twp
1606	Passaic	North Haledon Boro
1607	Passaic	Passaic City
1608	Passaic	Paterson City
1609	Passaic	Pompton Lakes Boro
1610	Passaic	Prospect Park Boro
1611	Passaic	Ringwood Boro
1612	Passaic	Totowa Boro
1613	Passaic	Wanaque Boro
1614	Passaic	Wayne Twp
1615	Passaic	West Milford Twp
1616	Passaic	West Paterson Boro
1701	Salem	Alloway Twp
1702	Salem	Elmer Boro
1703	Salem	Elsinboro Twp
1704	Salem	Lower Alloways Creek Twp
1705	Salem	Mannington Twp
1706	Salem	Oldmans Twp
1707	Salem	Penns Grove Boro
1708	Salem	Pennsville Twp
1709	Salem	Pilesgrove Twp
1710	Salem	Pittsgrove Twp
1711	Salem	Quinton Twp
1712	Salem	Salem City

1713	Salem	Carneys Point Twp
1714	Salem	Upper Pittsgrove Twp
1715	Salem	Woodstown Boro
1801	Somerset	Bedminster Twp
1802	Somerset	Bernards Twp
1803	Somerset	Bernardsville Boro
1804	Somerset	Bound Brook Boro
1805	Somerset	Branchburg Twp
1806	Somerset	Bridgewater Twp
1807	Somerset	Far Hills Boro
1808	Somerset	Franklin Twp
1809	Somerset	Green Brook Twp
1810	Somerset	Hillsborough Twp
1811	Somerset	Manville Boro
1812	Somerset	Millstone Boro
1813	Somerset	Montgomery Twp
1814	Somerset	North Plainfield Boro
1815	Somerset	Peapack-Gladstone Boro
1816	Somerset	Raritan Boro
1817	Somerset	Rocky Hill Boro
1818	Somerset	Somerville Boro
1819	Somerset	South Bound Brook Boro
1820	Somerset	Warren Twp
1821	Somerset	Watchung Boro
1901	Sussex	Andover Boro
1902	Sussex	Andover Twp
1903	Sussex	Branchville Boro
1904	Sussex	Byram Twp
1905	Sussex	Frankford Twp
1906	Sussex	Franklin Boro
1907	Sussex	Fredon Twp
1908	Sussex	Green Twp
1909	Sussex	Hamburg Boro
1910	Sussex	Hampton Twp
1911	Sussex	Hardyston Twp
1912	Sussex	Hopatcong Boro
1913	Sussex	Lafayette Twp
1914	Sussex	Montague Twp
1915	Sussex	Newton Town
1916	Sussex	Ogdensburg Boro
1917	Sussex	Sandyston Twp
1918	Sussex	Sparta Twp
1919	Sussex	Stanhope Boro
1920	Sussex	Stillwater Twp
1921	Sussex	Sussex Boro
1922	Sussex	Vernon Twp
1923	Sussex	Walpack Twp
1924	Sussex	Wantage Twp

2001	Union	Berkeley Heights Twp
2002	Union	Clark Twp
2003	Union	Cranford Twp
2004	Union	Elizabeth City
2005	Union	Fanwood Boro
2006	Union	Garwood Boro
2007	Union	Hillside Twp
2008	Union	Kenilworth Boro
2009	Union	Linden City
2010	Union	Mountainside Boro
2011	Union	New Providence Boro
2012	Union	Plainfield City
2013	Union	Rahway City
2014	Union	Roselle Boro
2015	Union	Roselle Park Boro
2016	Union	Scotch Plains Twp
2017	Union	Springfield Twp
2018	Union	Summit City
2019	Union	Union Twp
2020	Union	Westfield Town
2021	Union	Winfield Twp
2101	Warren	Allamuchy Twp
2102	Warren	Alpha Boro
2103	Warren	Belvidere Town
2104	Warren	Blairstown Twp
2105	Warren	Franklin Twp
2106	Warren	Frelinghuysen Twp
2107	Warren	Greenwich Twp
2108	Warren	Hackettstown Town
2109	Warren	Hardwick Twp
2110	Warren	Harmony Twp
2111	Warren	Hope Twp
2112	Warren	Independence Twp
2113	Warren	Knowlton Twp
2114	Warren	Liberty Twp
2115	Warren	Lopatcong Twp
2116	Warren	Mansfield Twp
2117	Warren	Oxford Twp
2119	Warren	Phillipsburg Town
2120	Warren	Pohatcong Twp
2121	Warren	Washington Boro
2122	Warren	Washington Twp
2123	Warren	White Twp
9999		Out Of State

APPENDIX 3: Valid Values For Test Requestor Type

Test_Requestor_Type Code	Description
BLD	Builder
HO	Home Owner
REL	Realtor
HB	Home Buyer
LLD	Landlord
TEN	Tenant

APPENDIX 4: Valid Values For Sample Requestor

Sample_Purpose Code	Description	Definition
RTST	Retest	If sample results expired (microbiological results only)
NW	New Well	Installation of a well in a new development
SH	Sell House	The seller of the property is requesting a test of the well water
BH	Buy House	The buyer of the property is requesting a test of the well water
RT5YR	Rental 5 year Retest	The landlord of a leased property is meeting the requirement to retest once every 5 years from a beginning date of March 14, 2004.

APPENDIX 5: Valid Values For Type Of Treatment

Type_Of_ Treatment Code	Description	Definition
ACF	Activated Carbon Filtration	Known to treat drinking water for volatile organics
AS	Air Stripper	Known to treat drinking water for volatile organics and iron (with filtration)
CF	Calcite Filter	Known to treat drinking water for pH
CHL	Chlorinators	Known to treat drinking water for fecal and E.coli coliform bacteria
DIST	Distillation	Known to treat drinking water for nitrates
IE	Ion Exchange/Softener	Known to treat drinking water for manganese, iron, and gross alpha
RO	Reverse Osmosis	Known to treat drinking water for lead and nitrates
UV	Ultraviolet Radiation	Known to treat drinking water for fecal and E.coli coliform bacteria

GFO/GFH	Granular Ferric Oxide/Hydroxide	Known to treat drinking water for arsenic
KDF-55	Mercury Treatment	Known to treat drinking water for mercury
UNK	Unknown	If type of treatment is unknown

APPENDIX 6: Valid Values For Coordinate Method

Coordinate_Method_Code	Description
GPS	GPS

APPENDIX 7: Valid Values For GPS Reference Point

GPS_Reference_Point_Code	Description	Definition
WHR	Raised Wellhead	Portion of the well that extends above grade
WHP	Well Head Pit	Position at grade directly above well head
SCP	Sample Collection Point	Sampling port
WHF	Flush mount	Position of well head at grade
FD	Front Door	Front door of the subject property
ALTLO	Alternative Location	Position other than well head or front door (specify in comments)

APPENDIX 8: Valid Values For Full Or Partial File

Full_Or_Partial_Test	Description	Definition
F	Full	Full set of PWTA results is being submitted - E2 Defaults to Full
P	Partial	Select if a partial set of results is being submitted (currently coliform only)

APPENDIX 9: Valid Values For Untreated Sample Location

Untreated_Sample_Location Code	Description	Definition
WH	Well head	Uppermost portion of the well
HPT	Holding/Pressure Tank	Tap attached to holding/pressure tank
KT	Kitchen Tap	Tap located in the kitchen within the dwelling
BT	Bathroom Tap	Tap located in a bathroom within the

		dwelling
SPIGO	Spigot	Sample point located at an outside spigot
BFRT	Before Treatment	Sample point located before treatment unit
ALTLO	Alternative Location	Location other than well head, basement, or household tap

APPENDIX 10: Valid Values For Flushing Location

Flushing_Location Code	Description	Definition
WH	Well head	Uppermost portion of the well
HPT	Holding/Pressure Tank	Tap attached to holding/pressure tank
KT	Kitchen Tap	Tap located in the kitchen within the dwelling
BT	Bathroom Tap	Tap located in a bathroom within the dwelling
ALTLO	Alternative Location	Location other than well head, basement, or household tap

APPENDIX 11: Valid Values For Detect Flag

Detect_Flag_(Y_N)	Description	Definition
Y	Yes	Yes if detected above the MDL/MDC
N	No	No if detected above the MDL/MDC

APPENDIX 12: Valid Values For Qualifier Code

Qualifier Code	Description	Definition
<	Less Than	Used if result value is less than MDL/MDC
TNTC	Too Numerous To Count	Used if result value exceeds quantitative limit for associated coliform method
P	Presence	Used if coliform is detected (qualitative)
A	Absence	Used if coliform is not detected (qualitative)

APPENDIX 13: Acceptable Reference Codes For PWTA Analytical Methods

ANALYTE_NAME	DESCRIPTION	LAB_METHOD_CODE
Lead	EPA Method 200.9	EPA200.9
	EPA Method 200.8	EPA200.8
	SM 3113B	SM3113B
	ASTM D3559-95D	ASTMD355995D
Iron	EPA Method 200.9	EPA200.9
	EPA Method 200.7	EPA200.7
	SM 3113B	SM3113B
	SM 3111B	SM3111B
	SM 3120B	SM3120B
Manganese	EPA Method 200.7	EPA200.7
	EPA Method 200.8	EPA200.8
	EPA Method 200.9	EPA200.9
	SM 3113B	SM3113B
	SM 3111B	SM3111B
	SM 3120B	SM3120B
Nitrate	EPA Method 300.0	EPA300.0
	EPA Method 353.2	EPA353.2
	ASTM D3867-90A	ASTMD386790A
	ASTM D3867-90B	ASTMD386790B
	SM 4110B	SM4110B
	SM 4500-NO3-D	SM4500NO3D
	SM 4500-NO3-E	SM4500NO3E
	SM 4500-NO3-F	SM4500NO3F
	Waters B1011	Waters B1011
pH	EPA Method 150.1	EPA150.1
	ASTM D1293-95	ASTMD129395
	SM 4500-H+B	SM 4500HB
Gross Alpha (incl. radium & U excl. radon) Initial & Final	48 Hr. Rapid Gross Alpha Test	NJDEP48HRGAT
Total Coliform	SM 9221B	SM9221B
	SM 9221D	SM9221D
	SM 9222B (MPN/100ml)	SM9222B (MPN/100ml)
	Colitag	Colitag
	E Colite	E Colite
	Readycult	Readycult
	SM 9222B (Col/100ml)	SM9222B (Col/100ml)
	SM 9223B	SM9223B

ANALYTE_NAME	DESCRIPTION	LAB_METHOD_CODE
Escherichia coli (E coli)	E Colite	E Colite
	SM 9223B	SM9223B
	SM 9221E+MUG	SM9221E+MUG
	Colitag	Colitag
	Readycult	Readycult
Fecal Coliform	SM 9221E	SM9221E
Arsenic	EPA Method 200.9	EPA200.9
	ASTM D2972-93B	ASTMD297293B
	ASTM D2972-93C	ASTMD297293C
	SM 3113B	SM3113B
	SM 3114B	SM3114B
	EPA Method 200.8	EPA200.8
Mercury	EPA Method 200.8	EPA200.8
	EPA Method 245.1	EPA245.1
	EPA Method 245.2	EPA245.2
	ASTM D3223-91	ASTMD322391
	SM 3112B	SM3112B
Benzene	EPA Method 524.2	EPA524.2
Carbon Tetrachloride		
Dichlorobenzene (1,3-)		
Dichlorobenzene (1,2-)		
Dichlorobenzene (1,4-)		
Dichorloethane (1,1-)		
Dichloroethane (1,2-)		
Dichloroethene (1,1-)		
Dichloroethene (cis-1,2-)		
Dichloroethene (trans-1,2-)		
Dichloropropane (1,2-)		
Ethylbenzene		
Methyl tert-butyl ether		
Methylene Chloride (Dichloromethane)		
Chlorobenzene		
Naphthalene		
Styrene		
Tetrachloroethane (1,1,2,2-)		
Tetrachloroethene		
Toluene		
Trichlorobenzene (1,2,4-)		
Trichloroethane (1,1,1-)		
Trichloroethane (1,1,2-)		
Trichloroethene		

Vinyl Chloride Xylenes (Total)		
Benzene Carbon Tetrachloride Dichlorobenzene (1,3-) Dichlorobenzene (1,2-) Dichlorobenzene (1,4-) Dichorloethane (1,1-) Dichloroethane (1,2-) Dichloroethene (1,1-) Dichloroethene (cis-1,2-) Dichloroethene (trans-1,2-) Dichloropropane (1,2-) Ethylbenzene Methyl tert-butyl ether Methylene Chloride (Dichloromethane) Chlorobenzene Naphthalene Styrene Tetrachloroethane (1,1,2,2-) Tetrachloroethene Toluene Trichlorobenzene (1,2,4-) Trichloroethane (1,1,1-) Trichloroethane (1,1,2-) Trichloroethylene Vinyl Chloride Xylenes (Total)	EPA Method 502.2	EPA502.2
Carbon Tetrachloride Tetrachloroethene Trichloroethane (1,1,1-) Trichloroethane (1,1,2-) Trichloroethene	EPA Method 551.1	EPA 551.1

APPENDIX 14: Acceptable Reference Codes For PWTA Analytes And Their Chemical Abstract Service (CAS) Numbers

ANALYTE_NAME	CAS_NUMBER
Total Coliform	SDWIS-3100
Escherichia coli (E coli)	SDWIS-3014
Fecal Coliform	SDWIS-3013
Nitrate	14797-55-8
Iron	7439-89-6
Manganese	7439-96-5
pH	SDWIS-1925
Lead	7439-92-1
Benzene	71-43-2
Carbon Tetrachloride	56-23-5
Dichlorobenzene (1,3-)	541-73-1
Dichlorobenzene (1,2-)	95-50-1
Dichlorobenzene (1,4-)	106-46-7
Dichloroethane (1,1-)	75-34-3
Dichloroethane (1,2-)	107-06-2
Dichloroethene (1,1-)	75-35-4
Dichloroethene (cis-1,2-)	156-59-2
Dichloroethene (trans-1,2)	156-60-5
Dichloropropane (1,2-)	78-87-5
Ethylbenzene	100-41-4
Methyl tert-butyl ether	1634-04-4
Methylene Chloride (Dichloromethane)	75-09-2
Chlorobenzene	108-90-7
Naphthalene	91-20-3
Styrene	100-42-5
Tetrachloroethane (1,1,2,2-)	79-34-5
Tetrachloroethene	127-18-4
Toluene	108-88-3
Trichlorobenzene (1,2,4-)	120-82-1
Trichloroethane (1,1,1-)	71-55-6
Trichloroethane (1,1,2)	79-00-5
Trichloroethene	79-01-6
Vinyl Chloride	75-01-4
Xylenes (Total)	1330-20-7
Arsenic	7440-38-2
Mercury	7439-97-6
Gross - alpha (incl. radium & U excl. radon) initial	SDWIS-4002I
Gross - alpha (incl. radium & U excl. radon) final	SDWIS-4002F

APPENDIX 15:Required Private Well Testing Parameters Listed By County

Effective September 16th, 2002

Required Parameters	Atlantic	Bergen	Burlington	Camden	Cape May	Cumberland	Essex	Gloucester	Hudson	Hunterdon	Mercer	Middlesex	Monmouth	Morris	Ocean	Passaic	Salem	Somerset	Sussex	Union	Warren
Total Coliform	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Fecal Coliform or E. coli	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Nitrates	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Iron	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Manganese	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
pH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
VOCs	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Lead	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Arsenic		X					X		X	X	X	X		X		X		X		X	
Mercury	X		X	X	X	X		X					X		X		X				
Gross Alpha Particle Activity	**2**		**2**	**2**	**3**	**1**		**1**		**3**	**3**	**3**	**3**		**3**		**2**				

1 = Testing required starting **March 15, 2003**

2 = Testing required starting **September 16, 2003**

3 = Testing required staring **March 16, 2004**

APPENDIX 16: Mapping to the eDWR v2.0 XML Schema

ID	Field Name	XML mapping
Header Information		
1.1	**Form Identifier**	<eDWR> <EN:Submission> <EN:LabReport> <EN:ReportIdentification> <EN:FormIdentifier>
1.2	**Revision Indicator**	<eDWR> <EN:Submission> <EN:LabReport> <EN:ReportIdentification> <EN:RevisionIndicator>
1.3	**Replaced Reported Reference Code**	<eDWR> <EN:Submission> <EN:LabReport> <EN:ReportIdentification> <EN:ReplacedReportReferenceCode>
1.4	Full_Or_Partial_Test	<eDWR> <EN:Submission> <EN:LabReport> <NJ:ReportIdentification> <NJ:FullOrPartialTestCode>
1.5	Reporting_Lab_Cert_Num	<eDWR> <EN:Submission> <EN:LabReport> <EN:LabIdentification> <EN:LabStateIdentifier>
1.6	Report_Date	<eDWR> <EN:Submission> <EN:LabReport> <NJ:ReportIdentification> <NJ:ReportToRequesterDate>
Demographic Information		
Test Requestor Information		
2.1	**Test_Requestor_Type**	<eDWR> <EN:Submission> <EN:LabReport> <NJ:TestRequester> <NJ:TestRequesterType>
2.2	**Sample_Purpose**	<eDWR> <EN:Submission> <EN:LabReport> <NJ:TestRequester> <EN:SamplePurpose>
2.3	Title	<eDWR> <EN:Submission> <EN:LabReport> <NJ:TestRequester> <facid:IndividualTitleText>
2.4	First_ Name	<eDWR> <EN:Submission> <EN:LabReport>

ID	Field Name	XML mapping
		<NJ:TestRequester> <NJ:IndividualFirstName>
2.5	Last_Name	<eDWR> <EN:Submission> <EN:LabReport> <NJ:TestRequester> <NJ:IndividualLastName>
2.6	Address_ 1	<eDWR> <EN:Submission> <EN:LabReport> <NJ:TestRequester> <EN:MailingAddress> <facid:MailingAddressText>
2.7	Address_2	<eDWR> <EN:Submission> <EN:LabReport> <NJ:TestRequester> <EN:MailingAddress> <facid:SupplementalAddressText>
2.8	City	<eDWR> <EN:Submission> <EN:LabReport> <NJ:TestRequester> <EN:MailingAddress> <facid:MailingAddressCityName>
2.9	State	<eDWR> <EN:Submission> <EN:LabReport> <NJ:TestRequester> <EN:MailingAddress> <facid:MailingAddressStateUSPSCode>
2.10	Country	<eDWR> <EN:Submission> <EN:LabReport> <NJ:TestRequester> <EN:MailingAddress> <facid:MailingAddressCountryName>
2.11	Postal_Code	<eDWR> <EN:Submission> <EN:LabReport> <NJ:TestRequester> <EN:MailingAddress> <facid:MailingAddressZIPCode>
2.12	Phone_Number	<eDWR> <EN:Submission> <EN:LabReport> <NJ:TestRequester> <facid:TelephoneNumber>
Property Information		
3.1	**Contract_Of_Sale_Date**	<eDWR> <EN:Submission> <EN:LabReport> <NJ:PWTAProperty> <NJ:ContractOfSaleDate>

ID	Field Name	XML mapping
3.2	Address_Line_ 1	<eDWR> <EN:Submission> <EN:LabReport> <NJ:PWTAProperty> <facid:LocationAddressText>
3.3	Address_Line_ 2	<eDWR> <EN:Submission> <EN:LabReport> <NJ:PWTAProperty> <facid:SupplementalLocationText>
3.4	**Property_City**	<eDWR> <EN:Submission> <EN:LabReport> <NJ:PWTAProperty> <facid:LocalityName>
3.5	**Property_State**	<eDWR> <EN:Submission> <EN:LabReport> <NJ:PWTAProperty> <facid:StateUSPSCode>
3.6	**Property_Zip_Code**	<eDWR> <EN:Submission> <EN:LabReport> <NJ:PWTAProperty> <facid:LocationZIPCode>
3.7	**Year_Of_Home_Construction**	<eDWR> <EN:Submission> <EN:LabReport> <NJ:PWTAProperty> <NJ:HomeConstructionYear>
3.8	Treatment_Present	<eDWR> <EN:Submission> <EN:LabReport> <NJ:PWTAProperty> <NJ:TreatmentPresentIndicator>
3.9	**Type_Of_Treatment**	<eDWR> <EN:Submission> <EN:LabReport> <NJ:PWTAProperty> <NJ:TreatmentTypeCode>
Sample and Report Information		
Well Information		
4.1	Well_Block_Code	<eDWR> <EN:Submission> <EN:LabReport> <NJ:WellIdentification> <NJ:WellBlockCode>
4.2	Well_Lot_Code	<eDWR> <EN:Submission> <EN:LabReport> <NJ:WellIdentification> <NJ:WellLotCode>

ID	Field Name	XML mapping
4.3	**Well_County_ Code**	<eDWR> <EN:Submission> <EN:LabReport> <NJ:WellIdentification> <NJ:WellCountyCode>
4.4	**Well_County_Muni_ Code**	<eDWR> <EN:Submission> <EN:LabReport> <NJ:WellIdentification> <NJ:WellCountyMunicipalityCode>
4.5	Well_ Permit_Number	<eDWR> <EN:Submission> <EN:LabReport> <NJ:WellIdentification> <NJ:WellPermitNumber>
4.6	Well_Driller_Name	<eDWR> <EN:Submission> <EN:LabReport> <NJ:WellIdentification> <NJ:WellDrillerName>
4.7	Well_Install_Date	<eDWR> <EN:Submission> <EN:LabReport> <NJ:WellIdentification> <NJ:WellInstallDate>
4.8	NJ_State_Plane_Easting_feet_(X)	<eDWR> <EN:Submission> <EN:LabReport> <NJ:WellIdentification> <NJ:NJStatePlaneEastingX>
4.9	NJ_State_Plane_Northing_feet_(Y)	<eDWR> <EN:Submission> <EN:LabReport> <NJ:WellIdentification> <NJ:NJStatePlaneNorthingY>
4.10	Coordinate_Method_Code	<eDWR> <EN:Submission> <EN:LabReport> <NJ:WellIdentification> <facid:HorizontalCollectionMethodText>
4.11	GPS_Reference_Point_Code	<eDWR> <EN:Submission> <EN:LabReport> <NJ:WellIdentification> <facid:ReferencePointText>
4.12	**GPS_Reference_Point_Comments**	<eDWR> <EN:Submission> <EN:LabReport> <NJ:WellIdentification> <NJ:ReferencePointComment>
Sample Collection Information		
5.1	Sample_Date	<eDWR> <EN:Submission>

ID	Field Name	XML mapping
		<EN:LabReport> <EN:Sample> <EN:SampleIdentification> <EN:SampleCollectionStartDate>
5.2	Sample_Time	<eDWR> <EN:Submission> <EN:LabReport> <EN:Sample> <EN:SampleIdentification> <EN:SampleCollectionStartTime>
5.3	Sampler_Name	<eDWR> <EN:Submission> <EN:LabReport> <EN:Sample> <EN:SampleIdentification> <EN:SampleCollector> <EN:IndividualFullName>
5.4	Sampler_Affiliation	<eDWR> <EN:Submission> <EN:LabReport> <EN:Sample> <EN:SampleIdentification> <NJ:SampleCollectorAffiliation>
5.5	Untreated_Sample_Location	<eDWR> <EN:Submission> <EN:LabReport> <EN:Sample> <EN:SampleLocationIdentification> <EN:SampleLocationTypeCode>
5.6	**Flushing_Location**	<eDWR> <EN:Submission> <EN:LabReport> <EN:Sample> <EN:SampleLocationIdentification> <NJ:FlushingLocationCode>
5.7	Flushing_Information_Comments	<eDWR> <EN:Submission> <EN:LabReport> <EN:Sample> <EN:SampleIdentification> <EN:SampleComments> <EN:Comments>
5.8	**Record ID**	<eDWR> <EN:Submission> <EN:LabReport> <EN:Sample> <EN:SampleIdentification> <EN:StateSampleIdentifier>
Results Information		
6.1	Analyzing_Lab_Cert_Number	<eDWR> <EN:Submission> <EN:LabReport> <EN:Sample> <EN:AnalysisResultsInformation>

ID	Field Name	XML mapping
		<EN:LabAnalysisIdentification> <EN:LabIdentifier>
6.2	Analysis_Completion_Date	<eDWR> <EN:Submission> <EN:LabReport> <EN:Sample> <EN:AnalysisResultsInformation> <EN:LabAnalysisIdentification> <EN:AnalysisEndDate>
6.3	Analysis_Completion_Time	<eDWR> <EN:Submission> <EN:LabReport> <EN:Sample> <EN:AnalysisResultsInformation> <EN:LabAnalysisIdentification> <EN:AnalysisEndTime>
6.4	Lab Sample_ID	<eDWR> <EN:Submission> <EN:LabReport> <EN:Sample> <EN:AnalysisResultsInformation> <EN:LabAnalysisIdentification> <EN:LabAnalysisIdentifier>
6.5	Method_Code	<eDWR> <EN:Submission> <EN:LabReport> <EN:Sample> <EN:AnalysisResultsInformation> <EN:LabAnalysisIdentification> <EN:SampleAnalyticalMethod> <EN:MethodIdentifier>
6.6	CAS_Number	<eDWR> <EN:Submission> <EN:LabReport> <EN:Sample> <EN:AnalysisResultsInformation> <EN:AnalyteIdentification> <EN:AnalyteCode>
6.7	Analyte_Name	<eDWR> <EN:Submission> <EN:LabReport> <EN:Sample> <EN:AnalysisResultsInformation> <EN:AnalyteIdentification> <EN:AnalyteName>
6.8	Result	<eDWR> <EN:Submission> <EN:LabReport> <EN:Sample> <EN:AnalysisResultsInformation> <EN:AnalysisResult> <EN:Result> <EN:MeasurementValue>
6.9	Units	<eDWR>

ID	Field Name	XML mapping
		<EN:Submission> <EN:LabReport> <EN:Sample> <EN:AnalysisResultsInformation> <EN:AnalysisResult> <EN:Result> <EN:MeasurementUnit>
6.10	Detect_Flag_(Y_N)	<eDWR> <EN:Submission> <EN:LabReport> <EN:Sample> <EN:AnalysisResultsInformation> <EN:AnalysisResult> <EN:DetectionLevelIndicator>
6.11	Detection_Level_(MDC_MDL)	<eDWR> <EN:Submission> <EN:LabReport> <EN:Sample> <EN:AnalysisResultsInformation> <EN:AnalysisResult> <EN:DetectionLimit> <EN:MeasurementValue>
6.12	**Radiological_Result_Count_Error**	<eDWR> <EN:Submission> <EN:LabReport> <EN:Sample> <EN:AnalysisResultsInformation> <EN:AnalysisResult> <EN:RadiologicalResultCountError>
6.13	**Qualifier**	<eDWR> <EN:Submission> <EN:LabReport> <EN:Sample> <EN:AnalysisResultsInformation> <EN:AnalysisResult> <EN:Result> <EN:MeasurementQualifier>
6.14	**Results_Comments**	<eDWR> <EN:Submission> <EN:LabReport> <EN:Sample> <EN:AnalysisResultsInformation> <EN:AnalysisResult> <EN:AnalysisResultComment> <EN:Comments>