

DMR-QA Data Reporting

**Need
Assistance?**

Please Contact Us!
Tel: 866-942-2978
info@phenova.com

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Quick Start Guide

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This guide will allow you to quickly begin entering your DMR-QA data, develop your EPA Permittee Checklist and forms, and get your data reported.

There are 4 easy steps to reporting data for DMR-QA:

- Step 1:** Select a study for reporting DMR-QA data
- Step 2:** Create or Edit your Permittee list
- Step 3:** Select Permittee and data results to be reported
- Step 4:** Report your data!

Quick Start Guide

Step 1: Selecting your study for DMR-QA reporting

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After entering your analytical results for a WP, WPM or DMR-QA study, Navigate to your “Active Studies” tab within the PT Manage™ section of the Phenova web site. There you will find Active Studies and Closed Studies that you can use to report DMR-QA results.

PT Manage Virtual Stockroom My Documents My Profile Order History Promos and Quotes

Lab Name:

Have questions on how to use the new website? Please call us at 1-866-942-2978.

Active Studies Closed Studies Tools & Custom Reports

Active Studies					
Type	Study	Opened	Closes	Alerts	
DMRQAWET	DMRQA35-WET	3/20/2015	7/10/2015	60 days to reporting deadline	Upload/Enter Data
WP	WP0415	4/6/2015	5/21/2015	10 days to reporting deadline	Upload/Enter Data
Closed Studies for DMR-QA Reporting Only					
Type	Study	Opened	Closed		
WP	WP0115	1/12/2015	2/26/2015		

For DMR-QA instructions, [click here](#)

Choose an *Active Study* or a *Closed Study* to select results for DMR-QA reporting

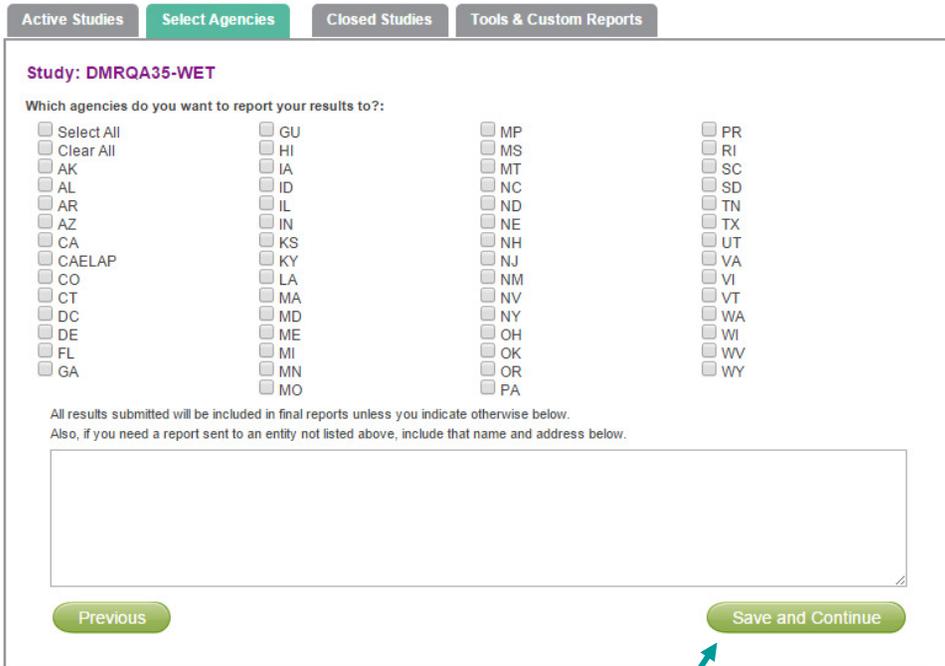
Quick Start Guide

Step 1: Selecting your study for DMR-QA reporting

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If you have selected an active study you will arrive at the Select Agencies tab:

If you have selected a closed study you will arrive at the Data Entry tab:



Active Studies | **Select Agencies** | Closed Studies | Tools & Custom Reports

Study: DMRQA35-WET

Which agencies do you want to report your results to?:

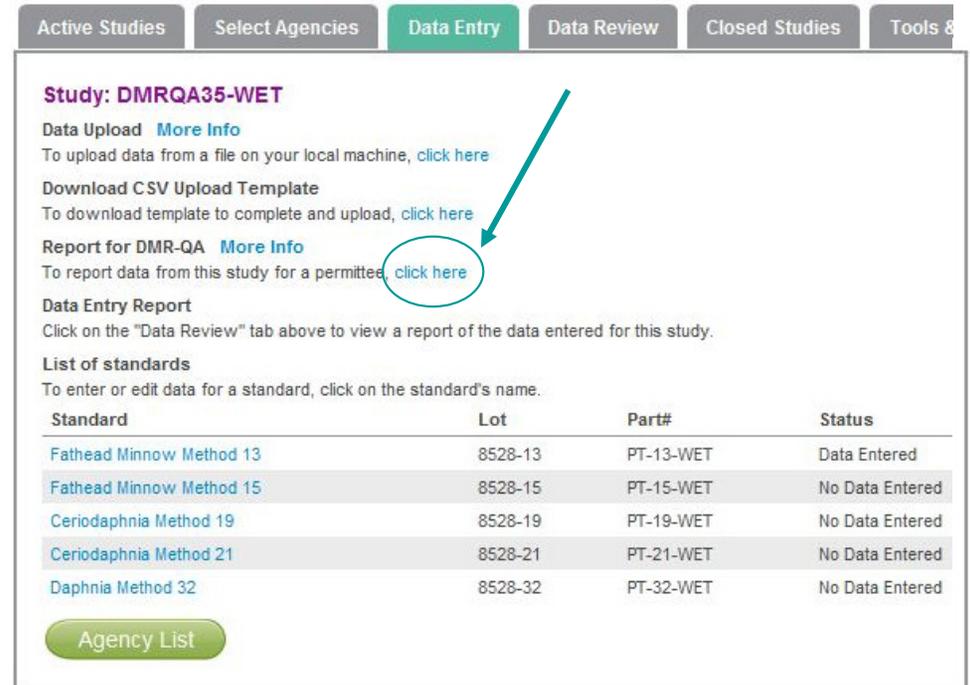
<input type="checkbox"/> Select All	<input type="checkbox"/> GU	<input type="checkbox"/> MP	<input type="checkbox"/> PR
<input type="checkbox"/> Clear All	<input type="checkbox"/> HI	<input type="checkbox"/> MS	<input type="checkbox"/> RI
<input type="checkbox"/> AK	<input type="checkbox"/> IA	<input type="checkbox"/> MT	<input type="checkbox"/> SC
<input type="checkbox"/> AL	<input type="checkbox"/> ID	<input type="checkbox"/> NC	<input type="checkbox"/> SD
<input type="checkbox"/> AR	<input type="checkbox"/> IL	<input type="checkbox"/> ND	<input type="checkbox"/> TN
<input type="checkbox"/> AZ	<input type="checkbox"/> IN	<input type="checkbox"/> NE	<input type="checkbox"/> TX
<input type="checkbox"/> CA	<input type="checkbox"/> KS	<input type="checkbox"/> NH	<input type="checkbox"/> UT
<input type="checkbox"/> CAELAP	<input type="checkbox"/> KY	<input type="checkbox"/> NJ	<input type="checkbox"/> VA
<input type="checkbox"/> CO	<input type="checkbox"/> LA	<input type="checkbox"/> NM	<input type="checkbox"/> VT
<input type="checkbox"/> CT	<input type="checkbox"/> MA	<input type="checkbox"/> NV	<input type="checkbox"/> WA
<input type="checkbox"/> DC	<input type="checkbox"/> MD	<input type="checkbox"/> NY	<input type="checkbox"/> WI
<input type="checkbox"/> DE	<input type="checkbox"/> ME	<input type="checkbox"/> OH	<input type="checkbox"/> WV
<input type="checkbox"/> FL	<input type="checkbox"/> MI	<input type="checkbox"/> OK	<input type="checkbox"/> WY
<input type="checkbox"/> GA	<input type="checkbox"/> MN	<input type="checkbox"/> OR	
	<input type="checkbox"/> MO	<input type="checkbox"/> PA	

All results submitted will be included in final reports unless you indicate otherwise below.
Also, if you need a report sent to an entity not listed above, include that name and address below.

[Previous](#) [Save and Continue](#)

For Active Studies:
Click “Save and Continue” on the Select Agencies screen.

On the Data Entry screen select “Click Here” below **“Report Data for DMR-QA”**



Active Studies | **Select Agencies** | **Data Entry** | Data Review | Closed Studies | Tools & Reports

Study: DMRQA35-WET

Data Upload [More Info](#)
To upload data from a file on your local machine, [click here](#)

Download CSV Upload Template
To download template to complete and upload, [click here](#)

Report for DMR-QA [More Info](#)
To report data from this study for a permitted, [click here](#)

Data Entry Report
Click on the "Data Review" tab above to view a report of the data entered for this study.

List of standards
To enter or edit data for a standard, click on the standard's name.

Standard	Lot	Part#	Status
Fathead Minnow Method 13	8528-13	PT-13-WET	Data Entered
Fathead Minnow Method 15	8528-15	PT-15-WET	No Data Entered
Ceriodaphnia Method 19	8528-19	PT-19-WET	No Data Entered
Ceriodaphnia Method 21	8528-21	PT-21-WET	No Data Entered
Daphnia Method 32	8528-32	PT-32-WET	No Data Entered

[Agency List](#)

Quick Start Guide

Step 2: Creating or Editing your Permittee List

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You have arrived at the DMR-QA reporting screen.
Before creating reports, it's time to work on your list of Permittees.

Add Permittees →

DMRQA35
Report DMRQA35 using DMRQA35-WET
In order to get a confirmation report for the reported DMR-QA data, you must make sure that any pop-up blocker is either turned off or configured to allow www.phenova.com as a trusted site.

[Standards List](#)

Your DMRQA35 Permittee List [Hide Permittee List](#)

	Permittee Number	Ext	Permittee Name	Created Date	
Select	AA1234567		Permittee 1	5/12/2015	Edit Permittee
No results reported for this permittee					

[Add Permittee](#)
You can add a new permittee before selecting results [Add Permittee](#)

Search for Permittee

Permittee NPDES Number [Search by Number](#)

Permittee Name [Search by Name](#)

Report DMRQA35 results for:

Permittee Number	Extension	Name	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> Select email	Be sure to select results

Select an email to have the results automatically sent to the permittee when the final report is available.

[Preview Data](#) [Report Data](#)

[Select All Results](#) [Clear Selections](#)

← Edit Permittees (Edit Name, add or edit Email, or Delete a Permittee)

Quick Start Guide

Step 2: Creating or Editing your Permittee List

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Clicking on the “Add Permittee” button brings you to the Add Permittee screen. Create your list of Permittees by adding them one-by-one, here.

DMRQA35
Add Permittee
Add a permittee to your list before reporting PT data by using the search and/or manual entry tools below.

Your DMRQA35 Permittee List

Permittee Number	Ext	Permittee Name	Created Date	
AA1234567		Permittee 1	5/12/2015	<input type="button" value="Edit Permittee"/>
No results reported for this permittee				

Search for Permittee

Permittee NPDES Number

Permittee Name

New Permittee Information:

Permittee Number	Extension	Name	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Permittee"/>

Click “Done” when you have added all of your Permittees

To Add a Permittee you can search by any part of the permit number, or name

Click “Add Permittee” when you are satisfied



You can also manually enter Permittee information here (email is optional)

Quick Start Guide

Step 3: Selecting Permittee and Data Results

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Once you are satisfied with your Permittee list, it's time to select a Permittee and the data you would like to report. To get started, click on the "Select" button next to the desired Permittee.

DMRQA35
Report DMRQA35 using DMRQA35-WET
In order to get a confirmation report for the reported DMR-QA data, you must make sure that any pop-up blocker is either turned off or configured to allow www.phenova.com as a trusted site.

[Standards List](#)

Your DMRQA35 Permittee List [Hide Permittee List](#)

Permittee Number	Ext	Permittee Name	Created Date	
Select	AA1234567	Permittee 1	5/12/2015	Edit Permittee

No results reported for this permittee

Add Permittee
You can add a new permittee before selecting results [Add Permittee](#)

Search for Permittee

Permittee NPDES Number [Search by Number](#)

Permittee Name [Search by Name](#)

Report DMRQA35 results for:

Permittee Number	Extension	Name	Email	
<input type="text" value="AA1234567"/>	<input type="text"/>	<input type="text" value="Permittee 1"/>	<input type="text" value="Select email"/>	<p>Be sure to select results</p> <p>Select an email to have the results automatically sent to the permittee when the final report is available.</p> <p>Preview Data</p>

[Select All Results](#) [Clear Selections](#) [Report Data](#)

Fathead Minnow Method 13	Method Code	Method	Result	Select
Fathead Minnow Acute MHSF 25 ⁺ - LC50		Method 13	25 S.U.	<input checked="" type="checkbox"/>
Fathead Minnow Method 15	Method Code	Method	Result	Select

Select a Permittee →

Permittee information populates here →

If you would like results automatically sent to the Permittee when the Final Report is available, select or add an email address here.

Quick Start Guide

Step 3: Selecting Permittee and Data Results

Need Assistance?
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Select the results to be reported for the Permittee you've chosen

DMRQA35
Report DMRQA35 using DMRQA35-WET
In order to get a confirmation report for the reported DMR-QA data, you must make sure that any pop-up blocker is either turned off or configured to allow www.phenova.com as a trusted site.

[Standards List](#)

Your DMRQA35 Permittee List [Hide Permittee List](#)

Permittee Number	Ext	Permittee Name	Created Date
Select AA1234567		Permittee 1	5/12/2015

[Edit Permittee](#)

No results reported for this permittee

Add Permittee
You can add a new permittee before selecting results [Add Permittee](#)

Search for Permittee

Permittee NPDES Number [Search by Number](#)

Permittee Name [Search by Name](#)

Report DMRQA35 results for:

Permittee Number	Extension	Name	Email	Be sure to select results
<input type="text" value="AA1234567"/>	<input type="text"/>	<input type="text" value="Permittee 1"/>	<input type="text" value="Select email"/>	Select an email to have the results automatically sent to the permittee when the final report is available.

[Preview Data](#) [Report Data](#)

[Select All Results](#) [Clear Selections](#)

Fathead Minnow Method 13	Method Code	Method	Result	Select
Fathead Minnow Acute MHSF 25 ⁺ - LC50		Method 13	25 S.U.	<input checked="" type="checkbox"/>
Fathead Minnow Method 15	Method Code	Method	Result	Select

You can select all results available in the study, or use the checkbox to individually select results →

Quick Start Guide

Step 4: Report your data!

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You are ready to report your results! You can click on the “Preview Data” link next to the “Report Data” button to preview the data you are about to report.

DMRQA35
Report DMRQA35 using DMRQA35-WET
In order to get a confirmation report for the reported DMR-QA data, you must make sure that any pop-up blocker is either turned off or configured to allow www.phenova.com as a trusted site.

[Standards List](#)

Your DMRQA35 Permittee List [Hide Permittee List](#)

Permittee Number	Ext	Permittee Name	Created Date	
Select	AA1234567	Permittee 1	5/12/2015	Edit Permittee

No results reported for this permittee

Add Permittee
You can add a new permittee before selecting results [Add Permittee](#)

Search for Permittee ***Preview before submitting***

Permittee NPDES Number [Search by Number](#)

Permittee Name [Search by Name](#)

Report DMRQA35 results for:

Permittee Number	Extension	Name	Email	
<input type="text" value="AA1234567"/>	<input type="text"/>	<input type="text" value="Permittee 1"/>	<input type="text" value="Select email"/>	<p>Be sure to select results</p> <p>Select an email to have the results automatically sent to the permittee when the final report is available.</p>

[Preview Data](#) [Report Data](#)

[Select All Results](#) [Clear Selections](#)

Fathead Minnow Method 13	Method Code	Method	Result	Select
Fathead Minnow Acute MHSF 25° - LC50		Method 13	25 S.U.	<input checked="" type="checkbox"/>
Fathead Minnow Method 15	Method Code	Method	Result	Select

Closed Study Reporting – the DMR-QA report will be sent to you along with the Checklist within 24 hours.

Active Study Reporting – You will immediately receive a confirmation report. You will receive the official DMR-QA report & Checklist when you receive your Final Report for the study.

Once you are satisfied with the Preview, Click the “Report Data” button.

Reporting Features

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- **Manage Permittees** – We’ve made it easy for you to add, edit and remove Permittees even before you are ready to report results. Update last year’s list, or start with a new list – next year your list will be ready to refine!
- **DMR-QA Checklist** – This year, the EPA modified the Chemistry/Microbiology Checklist to include a section for the Method Number used for each analyte. When you create a Permittee report, we will automatically create and send a separate PDF Checklist for you with all of the information pre-populated. If you’ve included the Permittee email address while creating your report, the Checklist will also be sent to the Permittee along with the report.
- **View Last Year’s Report** – Prior to selecting results to report for a Permittee, you can view the report you created last year for the Permittee. If nothing has changed, this is a good guide for selecting results for this year’s report!
- **Preview your Data** – You can preview a Permittee report prior to submitting it in order to confirm that the correct analytes and methods have been selected.
- **Automatic Report Sending** – It’s your choice! If you would like us to automatically send a copy of the report and checklist to the Permittee, simply select the Permittee email address in the drop-down box for “Permittee Email.” If you would NOT like us to automatically send the report and checklist to the Permittee, simply choose “No Email Selected” in the drop-down list.

Additional Information

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- DMR-QA Permittee reports can only be created with PT studies. Rapid Return™ studies may be used only for corrective action. In the case of a Rapid Return study that has been used for corrective action, Phenova does not send the report to the state coordinator – it is up to the laboratory to send the corrective action report.
- Separate reports are generated and sent according to the study type (WP, WPM, DMR-QA). For example, if you are reporting results for a Permittee from a Water Pollution study, and from the DMR-QA study, two separate reports will be created.
- If you are a Permittee and are enrolled in the DMR-QA study and are only reporting data for your facility, then you do not need to create a DMRQA report. We will automatically create a Permittee Report for you and the state coordinator. NOTE: You must provide us with your Permittee Number.
- DMR-QA Permittee reports must be requested *PRIOR* to the day that Phenova releases graded results (2015 – July 30th) in order for reports to be sent automatically to the state coordinator, laboratories and Permittees. Rapid Return™ reports for corrective action will only be sent directly to laboratory and not the state coordinator.
- If Permittee reports are generated *AFTER* the Permittee Reports are sent by Phenova (in 2015 – reports are sent July 31st), then the Permittee Reports must be sent to the state coordinator by the Permittee. The Permittee Reports can be generated until the end of the year, December 31st.
- If DMRQA reports need to be sent to other states besides the Permittee states, the laboratory needs to select the required states on the agency page in PT Manage prior to reporting. For example, if a lab is certified in PA for WET testing, the lab needs to select PA on the agency page to meet the PT requirement even though PA does not require standards be analyzed in the DMRQA program.