

DMR-QA Permittee Reporting Instructions

DMR-QA Data Reporting

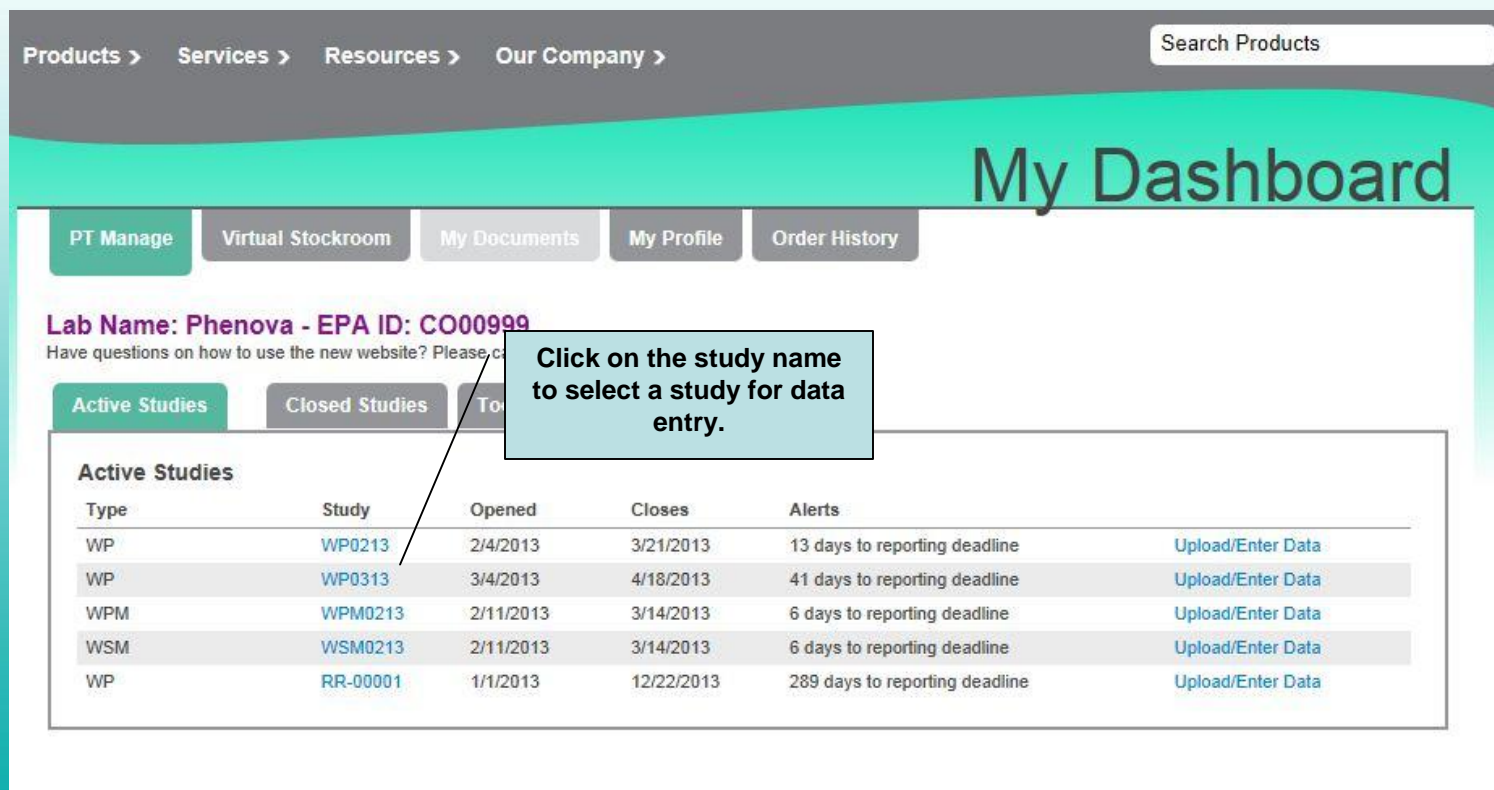
- In this tutorial we will walk you through the steps in reporting your WP or DMR-QA study for your permittee(s).
- **NEW** - The generated report can be sent directly to the permittee via email you provide. You will also receive an email of the report. Permittees do not need to include an email since we have your email on file.
- Data reporting for DMR-QA can be done with either open studies or closed studies.
- The reported data will be sent to permittees via email.
 - For open studies the results will be sent with the final reports.
 - For closed studies the results will be sent within 24 hours of when they are requested.

DMR-QA Data Reporting

- Results reported for WP studies will be sent with the WP final reports.
- The DMR-QA reports will be sent to permittees, laboratories, and coordinators.
- The DMR-QA reports will include all information gathered prior to the issuance of the reports. Any data needing to be reported after the DMR-QA reports are issued will have to be sent directly to the appropriate DMR-QA coordinator or permittee.

Step 1: Study Selection for Active or Closed Studies

- Select the study for data entry.



Products > Services > Resources > Our Company >

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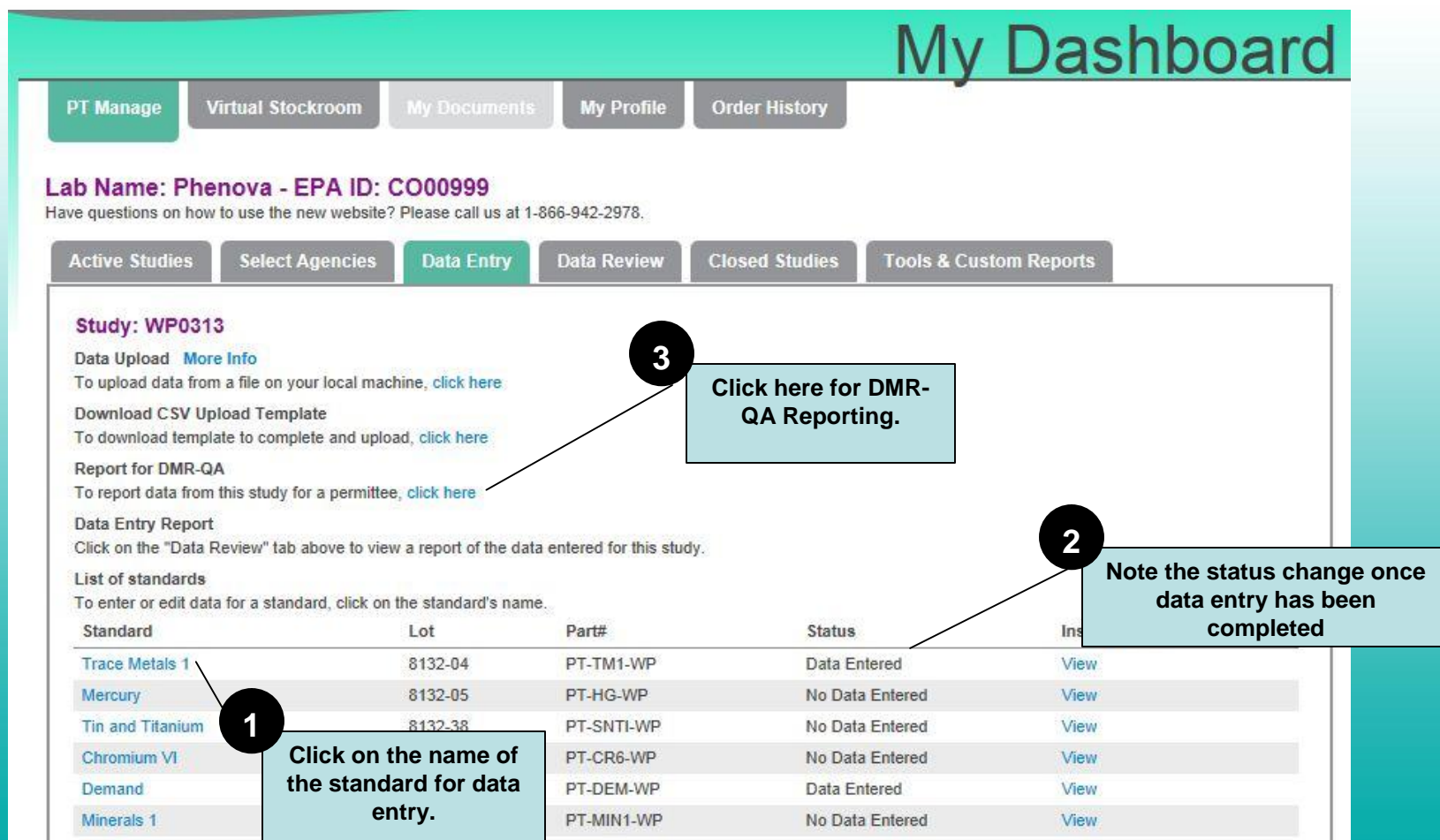
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Lab Name: Phenova - EPA ID: CO00999
Have questions on how to use the new website? Please click [here](#).

[Active Studies](#) [Closed Studies](#) [To](#)

Type	Study	Opened	Closes	Alerts	
WP	WP0213	2/4/2013	3/21/2013	13 days to reporting deadline	Upload/Enter Data
WP	WP0313	3/4/2013	4/18/2013	41 days to reporting deadline	Upload/Enter Data
WPM	WPM0213	2/11/2013	3/14/2013	6 days to reporting deadline	Upload/Enter Data
WSM	WSM0213	2/11/2013	3/14/2013	6 days to reporting deadline	Upload/Enter Data
WP	RR-00001	1/1/2013	12/22/2013	289 days to reporting deadline	Upload/Enter Data

Step 2: Enter your data for your study



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

Study: WP0313

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
To report data from this study for a permittee, [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	Ins
Trace Metals 1	8132-04	PT-TM1-WP	Data Entered	View
Mercury	8132-05	PT-HG-WP	No Data Entered	View
Tin and Titanium	8132-38	PT-SNTI-WP	No Data Entered	View
Chromium VI		PT-CR6-WP	No Data Entered	View
Demand		PT-DEM-WP	Data Entered	View
Minerals 1		PT-MIN1-WP	No Data Entered	View

1 Click on the name of the standard for data entry.

2 Note the status change once data entry has been completed

3 Click here for DMR-QA Reporting.

Step 3: Search for a Permittee

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DMRQA33
Report DMRQA33 using WP0313
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 this site as a trusted site.

[Standards List](#)
[Show Permittee List](#)

Search for Permittee

Permittee NPDES Number: [Search by Number](#)

Permittee Name: [Search by Name](#)

Report DMRQA33 results for:

Permittee Number	Extension	Name	Email	Be sure to select results
<input type="text" value="FL1234567"/>	<input type="text"/>	<input type="text" value="Joe's WWTP"/>	<input type="text" value="shawnk@phenova.com"/>	Report Data

[Select All Results](#) [Clear Selections](#) [View Last Year's Report](#)

Trace Metals 1	Method Code	Method	Result	Select
Aluminum	10013602	EPA 200.7 1982	25 µg/L	<input type="checkbox"/>
Antimony	10013602	EPA 200.7 1982	30 µg/L	<input type="checkbox"/>
Arsenic	10013602	EPA 200.7 1982	21 µg/L	<input type="checkbox"/>

Enter either the permit number or the Permittee name to search.

Clicking on standards List will navigate you back to the list of standards for data entry

Clicking 'Show Permittees' will display your historical permittees

Step 4: Select Your Permittee

DMRQA33

Report DMRQA33 using WP0113

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Standards List

Your DMRQA33 Permittee List

Hide Permittee List

Click on 'Select' next to the permittee to select results for reporting.

	Permittee Number	Ext	Permittee Name	Created Date
<input type="button" value="Select"/>	FL0025518		ARVAH B.HOPKINS GENERATING STADMRQA33 Report Not Created	5/31/2012
No results reported for this permittee				
<input type="button" value="Select"/>	FL0025526		SAM 0.PURDOM GERERATING STADMRQA33 Report Not Created	5/31/2012
No results reported for this permittee				

Search for Permittee

Permittee NPDES Number

Permittee Name

Report DMRQA33 results for:

Permittee Number	Extension	Name	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Report Data"/> Be sure to select results

Step 5: Select your Results

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DMRQA33

Report DMRQA33 using WP0313

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Standards List

Show Permittee List

Search for Permittee

Permittee NPDES Number

1 Search by Number

Permittee Name

NEW - Enter the email address for contact per for the selected permit

3 Click here to report your selected data

Click these buttons to Select All Results or Clear your Selections

Report DMRQA33 results for:

Permittee Number	Extension	Name	Email
FL1234567		Joe's WWTP	shawnk@phenova.com

Be sure to select results

Report Data

Select All Results Clear Selections

View Last Year's Report

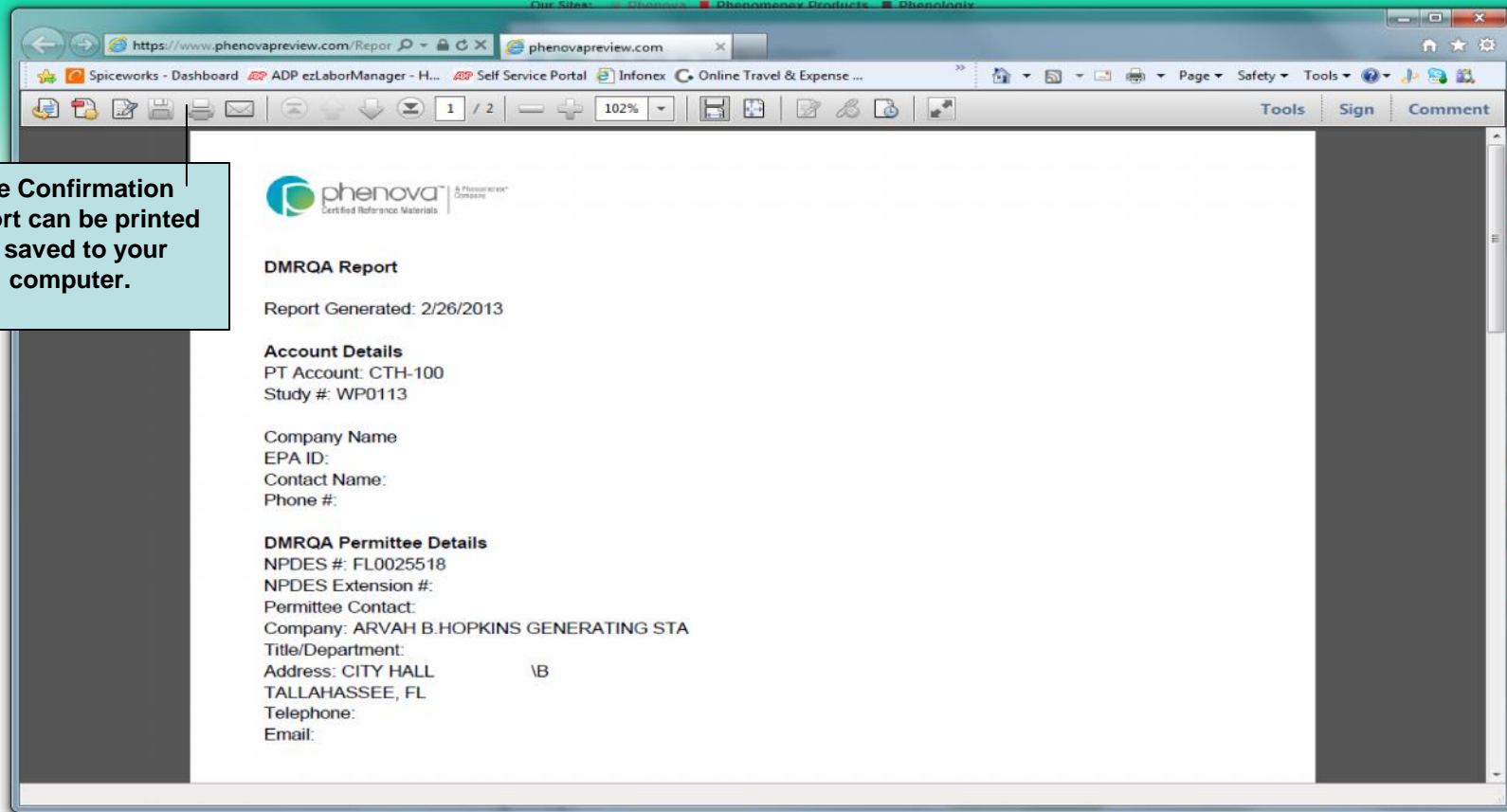
2 Select the results you wish to report by clicking in the box next to your reported value.

Trace Metals 1	Method Code	Method	Result	Select
Aluminum	10013602	EPA 200.7 1982	25 µg/L	<input checked="" type="checkbox"/>
Antimony	10013602	EPA 200.7 1982	30 µg/L	<input type="checkbox"/>
Arsenic	10013602	EPA 200.7 1982	21 µg/L	<input checked="" type="checkbox"/>
Barium	10013602	EPA 200.7 1982	20 µg/L	<input type="checkbox"/>
Beryllium	10013602	EPA 200.7 1982	25 µg/L	<input type="checkbox"/>
Cadmium	10013602	EPA 200.7 1982	1558 µg/L	<input checked="" type="checkbox"/>
Chromium	10013602	EPA 200.7 1982	0.1 µg/L	<input checked="" type="checkbox"/>

Step 6: Permittee Report

A Confirmation Report will be generated for each permittee you report results.

The Confirmation Report can be printed or saved to your computer.




Our Sites: phenova, Phenomenex Products, Phenomenex

https://www.phenovapreview.com/Report | phenovapreview.com

Spiceworks - Dashboard | ADP ezLaborManager - H... | Self Service Portal | Infonex | Online Travel & Expense ...

1 / 2 | 102% | Tools | Sign | Comment

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DMRQA Report
Report Generated: 2/26/2013

Account Details
PT Account: CTH-100
Study #: WP0113

Company Name
EPA ID:
Contact Name:
Phone #:

DMRQA Permittee Details
NPDES #: FL0025518
NPDES Extension #:
Permittee Contact:
Company: ARVAH B.HOPKINS GENERATING STA
Title/Department:
Address: CITY HALL \B
TALLAHASSEE, FL
Telephone:
Email:

Report DMRQA33 results for:

Edit Reported Results

Steps to Edit a Study Report

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Order History

Lab Name: Phenova - EPA ID: CO00999
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DMRQA33
 Report DMRQA33 using W...
 In order to get a confirmation report for the reported DMRQA 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.

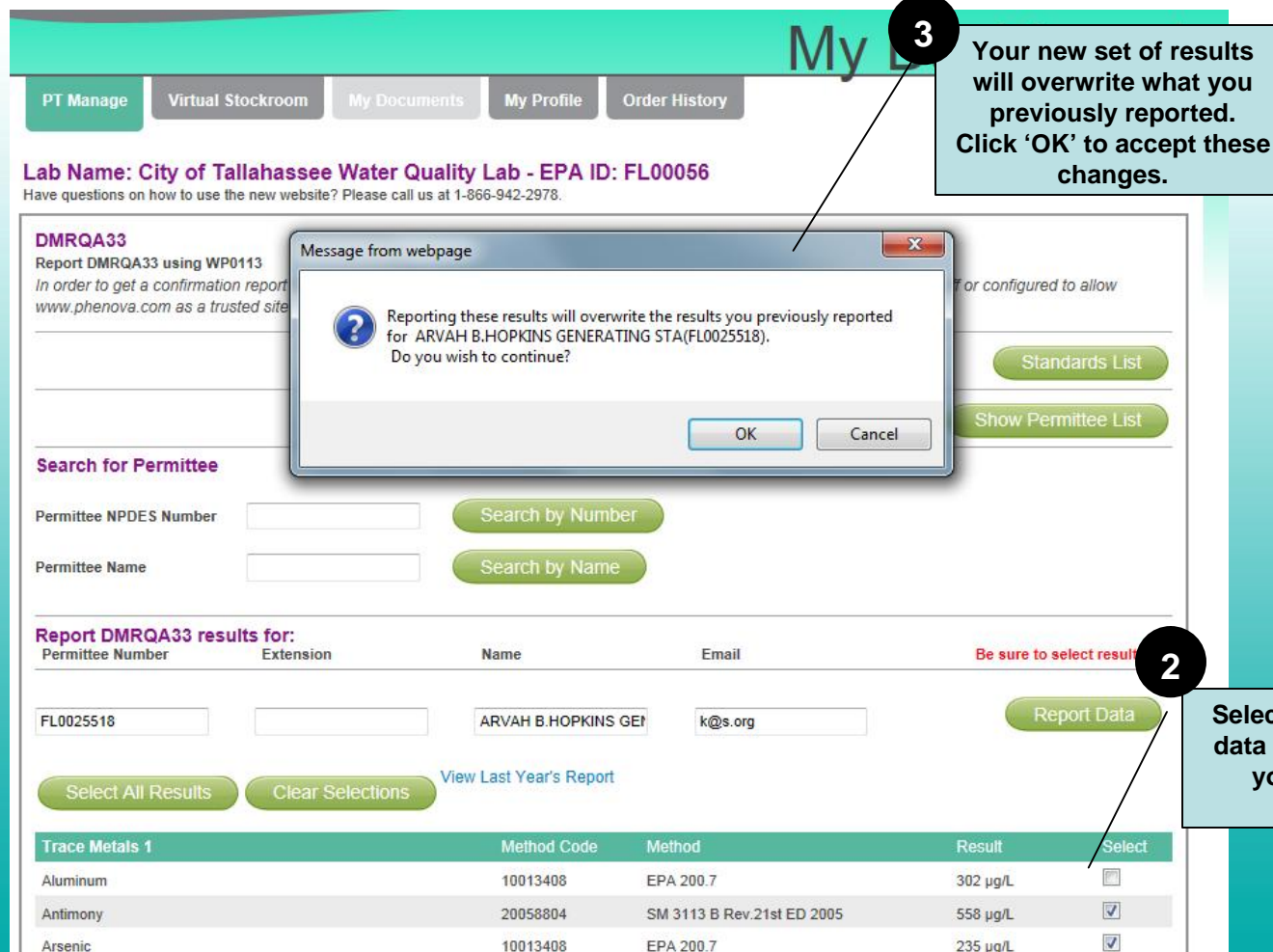
1 To add or subtract data for a permittee report. Click on the 'Edit Report' button.

Standards List

Your DMRQA33 Permittee List Hide Permittee List

	Permittee Number	Ext	Permittee Name	Created Date
Edit Report Delete Report	FL1234567		Joe's WWTP	3/11/2013
Results reported for this permittee for the following study(s):			WP0313	*RED denotes active study
Select	AKG520493		BEAR AND WOLF SALMON CO LLC DMRQA33 Report Not Created	6/24/2012
No results reported for this permittee				

Steps to Edit a Study Report



3 Your new set of results will overwrite what you previously reported. Click 'OK' to accept these changes.

2 Select or unselect the data as necessary for your permittee.

PT Manage | **Virtual Stockroom** | **My Documents** | **My Profile** | **Order History**

Lab Name: City of Tallahassee Water Quality Lab - EPA ID: FL00056
 Have questions on how to use the new website? Please call us at 1-866-942-2978.

DMRQA33
 Report DMRQA33 using WP0113
 In order to get a confirmation report, please visit www.phenova.com as a trusted site.

Message from webpage: Reporting these results will overwrite the results you previously reported for ARVAH B.HOPKINS GENERATING STA(FL0025518). Do you wish to continue?

Search for Permittee
 Permittee NPDES Number: **Search by Number**
 Permittee Name: **Search by Name**

Report DMRQA33 results for:

Permittee Number	Extension	Name	Email	
FL0025518		ARVAH B.HOPKINS GE	k@s.org	Report Data

Select All Results | **Clear Selections** | [View Last Year's Report](#)

Trace Metals 1	Method Code	Method	Result	Select
Aluminum	10013408	EPA 200.7	302 µg/L	<input type="checkbox"/>
Antimony	20058804	SM 3113 B Rev.21st ED 2005	558 µg/L	<input checked="" type="checkbox"/>
Arsenic	10013408	EPA 200.7	235 µg/L	<input checked="" type="checkbox"/>

Delete Confirmation Report

My Dashboard


PT Manage Virtual Stockroom My Documents My Profile Order History

Lab Name: Phenova - EPA ID: CO00999
Have questions on how to use the new website? Please call us at 800-368-5777

DMRQA33
Report DMRQA33 WP0313
In order to get a confirmation report for the reported DMRQA33, you must be logged in to a trusted site.

1 If you want to delete a Confirmation Report click here.

Message from webpage

 You are about to delete this report. Do you wish to continue?

OK Cancel

2 Click 'OK' to delete reported data to a permittee.

Standards List
Hide Permittee List

Permittee Number	Ext	Permittee Name	Created Date	
Edit Report	Delete Report	FL1234567	Joe's WWTP	3/11/2013
Results reported for this permittee for the following study(s):				
Select		AKG520493	BEAR AND WOLF SALMON CO LLC DMRQA33 Report Not Created	6/24/2012
No results reported for this permittee				
Select		TX0000736	CITY OF AUSTIN ELECTRIC UTILITIES DMRQA33 Report Not Created	7/5/2012

Questions???

If you have any questions concerning reporting your data for DMR-QA, please call our Customer Service Group at 866-942-2978.