

NOTES ON SUBMITTING PRIVATE DRINKING WATER RESULTS USING THE WEB DATA ENTRY FORM

Screen for New First Water Quality Test Form

- All mandatory fields must be completed (highlighted in yellow on data entry screen). Mandatory fields for the First Water Quality Test forms (includes Form 3300-77 and Form 3300-77A):
 1. Wisconsin Unique Well Number (WUWN)
 2. Property Owner
 3. County of Well Location
 4. License Number
 5. Date of Collection
 6. Time of Collection
 7. Collected By (Individual's Name, Not Company)
 8. Approved Method
 9. Bacteriological Interpretation
 10. Date Received
 11. Lab Sample Number
 12. Date Reported
- Wisconsin Unique Well Number (WUWN) is keyed as AANNN.
- Key only the last six digits of the County Well Permit Number.
- Key #9999 if a license number is not listed and the homeowner took the sample.
- Dates are to be entered in mm/dd/yyyy format; drop-down calendars may also be used to select dates.
- Times are to be entered in hh:mm format; select AM or PM.
- Date validation: "Date of Collection" date must come before the "Date Received" date, which must come before the "Date Reported" date. Also, "Well Completion" date must come before "Date of Collection" date.
- Lab Sample Numbers should be unique and may be alpha and numeric.

Screen for New Pump Work – Water Test Request Form

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

General Data Entry Information

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

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

Key #9999 if a license number is not listed and the homeowner took the sample.

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

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

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

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

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

If the same laboratory runs both the bacti and arsenic results, key bacti results with the Lab Sample Number, Date Reported, etc. and “Save Without Submitting”. Once the arsenic results are received, simply add the results to the already created bacti sample by choosing the Add a Result box at the bottom right of the sample page. In the “Add a Test Result Parameter” section, “Select a Parameter From a List of Common Parameters” by choosing **Arsenic, Total Rec** from the drop-down box. Click “Select and Return” box and an Arsenic field will be added under the Result Type section; key in arsenic results. The bacti and arsenic results will be keyed under one lab sample number and carry the date reported of the bacti sample.

If bacti and arsenic tests for the same sample are run by two separate laboratories, each laboratory must submit their own results to the DNR.

In the event that arsenic only is run, select “Other” as the Approved Method in the Laboratory Results Field and select “Invalid: Other-OT” as the Bacteriological Interpretation and click the Add a Result box at the bottom right of the sample page. In the “Add a Test Result Parameter” section, “Select a Parameter From a List of Common Parameters” by choosing **Arsenic, Total Rec** from the drop-down box. Click “Select

and Return” box and an Arsenic field will be added under the Result Type section; key in arsenic results.

In the event that an arsenic sample only is received, taken months from the original “First” sample, please forward the arsenic sample results to jill.petersoncastleberg@wisconsin.gov for entry into the DWS.

In the event that nitrate only is run, select “Other” as the Approved Method in the Laboratory Results Field and select “Invalid: Other-OT” as the Bacteriological Interpretation. Key in the nitrate results.

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

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

When selecting either “Save Without Submitting” or “Save and Submit” from sample page: When a new sample is entered and “Save Without Submitting” is clicked, the sample is saved, has a status of New, and may be further edited or deleted. When “Save and Submit” is clicked, the sample is submitted to the DNR, the status becomes Submitted, and the sample may no longer be edited or deleted. Please contact Jill Peterson (jill.petersoncastleberg@wisconsin.gov) if a sample needs to be edited or deleted after it is submitted.

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

Do not send hard copies of water sample forms to the DNR – the records should be maintained by the laboratory.