

Data Reporting Tutorial

APGQA.com

APG's online data entry system simplifies the entire reporting process. Enter your results, It's simple, fast, and accurate. APG has developed this online tutorial to guide you through the entire process.

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Getting Started

Elite Membership Login

APG
Analytical Products Group, Inc.
2730 Washington Boulevard • Belpre, OH 45714
800.272.4442 • 740.423.4200 • Fax 740.423.5588

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Elite Membership Login | Quality Assurance | Shop APG | Data Entry | Reports | Info & Support

Do you have an Elite Membership?

Login to Elite Account 2	Create New Elite Account 1
Username / Email: <input type="text"/>	Email: <input type="text"/>
Password: <input type="password"/>	Password: <input type="password"/>
<input type="checkbox"/> Login automatically	Confirm Password: <input type="password"/>
Forgot your password? <input type="button" value="Login"/>	<input type="button" value="Register"/>

Help

For Login Help [click here](#).

Your privacy is important to us. Read APGQA.com's [privacy policy](#).

For customer service [click here](#)

Important Information

Login
Passwords are NOT case-sensitive. For your security and APGQA.com's security, you will be give 5 attempts to enter your correct password before your account is deactivated. You will need to contact customer support to re-activate your account. If you have forgotten your password, you can [answer your verification question](#) to receive it.

1 The first step is registering for an APGQA.com Elite Membership Account. There is no need to create a new account if you already have one.

Once APG Customer Service has reviewed your account you will receive an email notifying you that you can enter data online. This process takes less than one business day.

2 Once you have an Elite Membership Account, you must return to this page and login using your email address and the password that you established during registration. Passwords are not case sensitive.

If you do not remember your password you can click the "Forgot your password?" link to receive your password via email. Please contact customer support at 800.272.4442 if you cannot login to your account.



Getting Started

Entering Your APGQA.com Data Entry Code

1 Your APGQA.com Data Entry Code is your key to entering data online. This 8 character alpha-numeric code is printed on the bottom-right of your Data Return Booklet. Enter this code into the "Data Entry Code" Form. This form is located on the left side of almost every APGQA.com page.

Data Entry Codes are not case sensitive. Contact customer support at 800.272.4442 if you have any issues locating your Data Entry Code or entering it into the form.

The screenshot shows the APGQA.com website interface. At the top left is the APG logo and contact information: "Analytical Products Group, Inc. 2730 Washington Boulevard • Belpre, OH 45714 800.272.4442 • 740.423.4200 • Fax 740.423.5588". A search bar is located at the top center with the text "Search APGQA.com" and a "Go" button. To the right of the search bar are flags for the United States, Germany, Spain, France, and Portugal, with the text "Translation by SYSTRANLinks - Disclaimer". A navigation bar contains links for "Elite Membership Login", "Quality Assurance", "Shop APG", "Data Entry", "Reports", and "Info & Support".

On the left side, there is a "Data Entry Code" section with a form containing the text "ABCD -1234" and a "Go" button. A red circle with the number "1" is placed over the "Go" button. Below this is an "APG eNews" section with a form for entering an email address and a "Go" button.

The main content area features an article titled "Understanding Oil and Grease Analysis" with a sub-heading "Read the complete article". Below it is another article titled "The Decimal Deception" with a sub-heading "How Significant Figures May Produce Unacceptable evaluations".

On the right side, there is a "Quick Tools" section with a dropdown menu labeled "CHOOSE A LINK" and a "Go" button. Below that is a "Wastewater (WP)" table and a "Drinking Water (WS)" table.

	Ship Date	Data Due
Jan 2004 WP	1/2/2004	2/16/2004
Feb 2004 WP	2/2/2004	3/18/2004
Mar 2004 WP	3/1/2004	4/15/2004
Apr 2004 WP	4/1/2004	5/14/2004
May 2004 WP	5/3/2004	6/17/2004
Jun 2004 WP	6/1/2004	7/16/2004
Jul 2004 WP	7/1/2004	8/13/2004

	Ship Date	Data Due
--	-----------	----------



Data Entry

Address and US EPA Lab Code Verification

Below is the information that APG has on file with respect to your Billing, Shipping, Reporting, and Mailing Addresses. Please verify that this information is correct. To make changes to an address click the 'Edit' button next to the address.

APG Lab Code
4444

US EPA Lab Code
OH12346 Edit ²

Billing Address
Where your invoice will be sent
John Smith Edit
Accounting Building
Williams WWTP
1234 West Street
TestVille, OH 415263
Phone: 740-423-4200
Fax: 740-423-5588
Email: j.smith@wwtp.com

Shipping Address
Where your samples are sent - courier address
Please provide a technical contact.
Mary Smith Edit ¹
Plant A
Williams WWTP
1234 West Street
Belpre, OH 415263
Phone: 740-423-4200
Fax: 740-423-5588
Email: m.smith@wwtp.com

Reporting Address
Where your report will be sent
Person responsible for the Quality Assurance Report.
Mary Smith Edit
Plant A
Williams WWTP
1234 West Street
TestVille, OH 415263
Phone: 740-423-4200
Fax: 740-423-5588
Email: m.smith@wwtp.com

Mailing Address
Your standard postal address
Mary Smith Edit
Plant A
Williams WWTP
PO Box 1234
2730 Washington Blvd
Belpre 45714

¹ To edit the billing, reporting, shipping or mailing addresses click the edit button. The shipping address is the location where the samples are sent. The reporting address is the location where the report is sent after the study closes.

² To edit the US EPA Lab Code, click the edit button. US EPA Lab Code is not required. US EPA Lab Code is a seven digit number that unique identifies the laboratory. The first two characters are an alphabetic designation of the state. The last five characters are a numeric identification.



Data Entry

Entering Your Data

Ignore notification messages

You may select a default method code/description or a default technology code/description using the fields below. Methods or technology will be copied to all rows without a report value. It is not necessary to remove the default methods or technology codes from rows that do not have a reported value.

Default Method

Default Technology

FAES

WP Demand

WP Catalog Number 4010

WP Lot Number 40009

NELAC Reporting Requirement

Analyte Name	Units	Reported Value	Method Code	Method Description	Technology Code	Technology Description
1 Biochemical Oxygen Demand	mg/L	1	40003609	USGSI-1578-78	101515	FAES
1 Carbonaceous BOD	mg/L	2	40003609	USGSI-1578-78	101515	FAES
1 Chemical Oxygen Demand	mg/L	3	40003609	USGSI-1578-78	101515	FAES
1 Total Organic Carbon	mg/L	4	40003609	USGSI-1578-78	101515	FAES

- 1** Enter the reported value for each analyte to be evaluated.
- 2** Method Description describes the method used to analyze the sample.
- 3** A default method code / method description can be selected using this feature. The method is copied to all analytes that have a blank method code/descriptions.
- 4** Add a multiple method.
- 5** Technology Reporting is a NELAC Requirement. A default technology code / description can be selected using this feature. The technology is copied to all analytes that have a blank technology codes/descriptions.
- 6** Be sure to report values in the proper units

www.APGQA.com 800.272.4442 740.423.4200

Data Entry

Reporting Your Data

Online Data Reporting provides many benefits that cannot be offered in the typical paper Data Return Booklet. One of these benefits is reporting any analyte to any Accrediting Authority. How would you like to report your data? Please select one of the following choices:

- 1** **Report the Same Analytes To All Selected Accrediting Authorities** ¹ I want to report all of the analytes that I reported to all of the Accrediting Authorities that I selected. This method is consistent with the typical paper Data Return Booklet.

-or-

- 2** **Report Different Analytes To Selected Accrediting Authorities** ² I want to select which analytes will be reported to which Accrediting Authority. This method requires more time.

-or-

- 3** **NO Accrediting Authority Reporting Requirements for this Study** ³ I do NOT want to report analytes to any accrediting authorities for this study.

Multiple Method Reporting is now free since you are using the Online Data Reporting System. Please note, the result designated "Primary" on the data entry form will be reported to Certifying Organizations that only accept a single method (i.e. Florida). Secondary methods will be reported to all Accrediting Authorities that accept secondary methods. Only Certifying Organizations that are interested in the APGplus level product results will receive the APGplus results. If you have questions as to what is included in any particular Certifying Organizational Report, please [contact us](#) and we can provide you with a detailed listing.

Once data has been entered, the accrediting authority reporting is selected.

- 1** Select this option to report the selected analytes to multiple accrediting authorities.
- 2** Select this option to report different analytes to multiple accrediting authorities.
- 3** Select this option to confirm that the data will not be reported to any accrediting authorities.



Data Entry

Reporting Your Data

Select accrediting authorities and click the 'Save & Continue' button.

To send your results to an organization or individual not listed below, please send an email to ptsupport@apgqa.com. Include in the email your APG Lab Code (4444), the name and address of the receipt of the report, the analytes to send, and your NPDES Permit Number (if applicable for DMRQA remediation).

Once you have selected the Accrediting Authorities, you will be asked to select the analytes you want submitted to the Accrediting Authorities. Please note, one Accrediting Authority Report is included with the initial sample set. Additional Accrediting Authority Reports are \$30. The result designated "Primary" on the data entry form will be reported to Certifying Organizations that only accept a single method (i.e. Florida). Secondary methods will be reported to all Accrediting Authorities that accept secondary methods. Only Certifying Organizations that are interested in the APGplus level product results will receive the APGplus results. If you have questions as to what is included in any particular Certifying Organizational Report, please [contact us](#) and we can provide you with a detailed listing.

Accrediting Authorities Available		
<input type="checkbox"/>	Mr. Lampros Bourodimus	EPA Region 2
<input type="checkbox"/>	Mr. Randall V. Querry	A2LA
<input type="checkbox"/>	Mr. Steven Jenkins	Alabama Deptment of Environment
<input type="checkbox"/>	Alan Love/ Debra Gillis	Dept of Enviro Conservation
<input checked="" type="checkbox"/>	Ms. Barbara Escobar	Arizona Dept. of Health Service
<input type="checkbox"/>	Mr. Joe Semberski	Arkansas Dept of Env. Quality
<input type="checkbox"/>	Fred Choske	California State Department of Health Services
<input type="checkbox"/>	William Ray	CA SWRCB
<input type="checkbox"/>	Jim Gindelberger	EPA Region 8
<input type="checkbox"/>	Ms. Yvonne Herman	CDPHE/LARS
<input type="checkbox"/>	Dermot Jones	Connecticut DPH
<input type="checkbox"/>	State Certification Officer	Dept. of Natural Resources and Environmental Control
<input type="checkbox"/>	Karen Hoover	US EPA Region X Hoover
<input type="checkbox"/>	Mr. Pat Churilla	US EPA Region 5
<input type="checkbox"/>	Raymond Flores	EPA Region 6 Laboratory
<input type="checkbox"/>	Ms. Barb Jones	EPA Region 7
<input type="checkbox"/>	Stephen Arms	Florida Water Certification Program
<input type="checkbox"/>	David Jones	GA Dept of Natural Resources

1 Check the box on the row of the accrediting authority or accrediting authorities that will be sent the evaluations for the analytes selected.



Data Entry

Reporting Your Data

1. **Send ALL Data Entered** ¹ Send ALL data entered to the accrediting authorities selected.

- or -

2. **Select the Analytes to Send** ² Send only certain analytes that I select (in the next step) to the accrediting authorities selected.

- 1** Select this option to send all analytes to the accrediting authorities selected. Continue to the next page.
- 2** Select this option to specific the analytes to send to the selected accrediting authorities. Continue to step 3.

Select products and analytes and click the 'Save & Continue' button.

Demand Uncheck all Demand Analytes

<input checked="" type="checkbox"/> Biochemical Oxygen Demand	<input checked="" type="checkbox"/> Carbonaceous BOD	<input checked="" type="checkbox"/> Chemical Oxygen Demand
<input checked="" type="checkbox"/> Total Organic Carbon		

Nutrients Uncheck all Nutrients Analytes

<input type="checkbox"/> Ammonia Nitrogen as N	<input checked="" type="checkbox"/> Nitrate Nitrogen as N	<input checked="" type="checkbox"/> Orthophosphate as P
<input checked="" type="checkbox"/> Total Kjeldahl Nitrogen	<input type="checkbox"/> Total Phosphorus as P	

Solids Uncheck all Solids Analytes

<input type="checkbox"/> Total Dissolved Solids	<input checked="" type="checkbox"/> Total Solids	<input type="checkbox"/> Total Suspended Solids
---	--	---

Minerals Uncheck all Minerals Analytes

<input checked="" type="checkbox"/> Alkalinity as CaCO3	<input checked="" type="checkbox"/> Calcium	<input checked="" type="checkbox"/> Chloride
<input checked="" type="checkbox"/> Conductivity	<input checked="" type="checkbox"/> Magnesium	<input checked="" type="checkbox"/> Potassium

- 3** Check the box on the analytes that should be sent to the selected accrediting authorities.
- 4** Check the box to the left of the product name to select all analytes in the product.
- 5** Click the “Uncheck all ---- Analytes” link to quickly uncheck all analytes in the product.



Data Entry

Reporting Your Data

1 **Review, Authorize & Submit Data Return** **6**

I have completed my reporting requirements and I would like to finalize my data return. This step must be completed to release your information to APG for processing (after the study closes).

2 **Report different products and analytes**

Click the 'Select Analytes' Button to the left of an accrediting authority to customize the analytes to send to that accrediting authority. One Accrediting Authority Report is included with the initial sample set. Additional Accrediting Authority Reports are \$30. Accrediting Authorities listed below in red(*) are not valid because no analytes have been selected to report.

Select Analytes 2	California	<u>Fred Choske</u> California State Department of Health Services	18 Analytes To Be Reported 1	Free	Remove
Select Analytes	California	<u>William Ray</u> CA SWRCB	18 Analytes To Be Reported	\$30.00	Remove
Select Analytes	Colorado	<u>Jim Gindelberger</u> EPA Region 8	18 Analytes To Be Reported	\$30.00	Remove
Select Analytes	EPA Region 10	<u>Karen Hoover</u> US EPA Region X Hoover	18 Analytes To Be Reported	\$30.00	Remove
Select Analytes	EPA Region 5	<u>Mr. Pat Churilla</u> US EPA Region 5	18 Analytes To Be Reported	\$30.00	Remove 3
Select Analytes	EPA Region 6	<u>Raymond Flores</u> EPA Region 6 Laboratory	18 Analytes To Be Reported	\$30.00	Remove
Total Reporting				\$150.00	

3 **Add Additional Accrediting Authorities** **4**

Send my results to additional accrediting authorities not listed above.

4 **Remove All Accrediting Authorities** **5**

Restart the reporting process

- 1** A system of accrediting authority reporting is displayed.
- 2** Modify the analytes selected to be sent to this accrediting authority.
- 3** Remove the accrediting authority reporting from this study. It can always be added. Refer to item 4.
- 4** Add an additional accrediting authority. Refer to the previous page for an explanation.
- 5** Remove all accrediting authorities and start the accrediting authority reporting process.
- 6** After all reporting has been reviewed click this button to submit the data to APG for processing.



Getting Started

Finalizing and Submitting Your Data

As of July 2003, all Proficiency Testing Providers must provide additional NELAC reporting information to NELAC Accrediting Authorities. This additional information includes identification of the NELAC Laboratory Point of Contact; the laboratories primary and secondary accrediting authorities; and the testing technology. Select option one below if you are a NELAC Laboratory or option two if you are not. Follow this link to view a list of NELAC Accrediting Authorities.

1

I want to report data as a NELAC Laboratory

1

Select this option if you have or are seeking National Environmental Laboratory Accreditation Conference (NELAC) Accreditation. You should also select this option if you are reporting to an accrediting authority that requires NELAC accreditation (i.e. New York and Florida). Many NELAC Accrediting Authorities have a two-tiered structure which means some laboratories are NELAC and others are not.

2

I do NOT want to report as a NELAC Laboratory

2

Select this option if you do NOT have or NOT seeking NELAC Accreditation. You are not reporting your data to an Accrediting Authority that requires NELAC Accreditation (i.e. Florida or New York).

1 NELAC Laboratories are required to provide additional information including a technical contact and NELAC state lab codes. Select Option to report as a NELAC laboratory. A NELAC laboratory must also report additional data during the data entry process. Refer to page 5.

2 Select this option if the laboratory is not reporting as a NELAC laboratory for this study.



Data Entry

Finalizing and Submitting Your Data

By clicking the button below, I acknowledge that I have read and understand all program requirements as presented. I also understand that PT Study data is confidential. I certify that I have not revealed any results to any entity outside my organization and I will not do so until after the conclusion of the study. Additionally, I release all data to APG to be used as specified.

By clicking the button below, you acknowledge that you have reviewed the information above and want to submit your data to APG.

Finalize Data Return 1

 Your data has been successfully submitted on Sunday, August 29, 2004 7:43:02 PM. An email confirmation will be sent to m.haller@apgqa.com. Keep this email for your records. Please allow at least one hour for email to be delivered. If you do not receive the email confirmation please immediately contact customer support to ensure your data has been properly submitted.

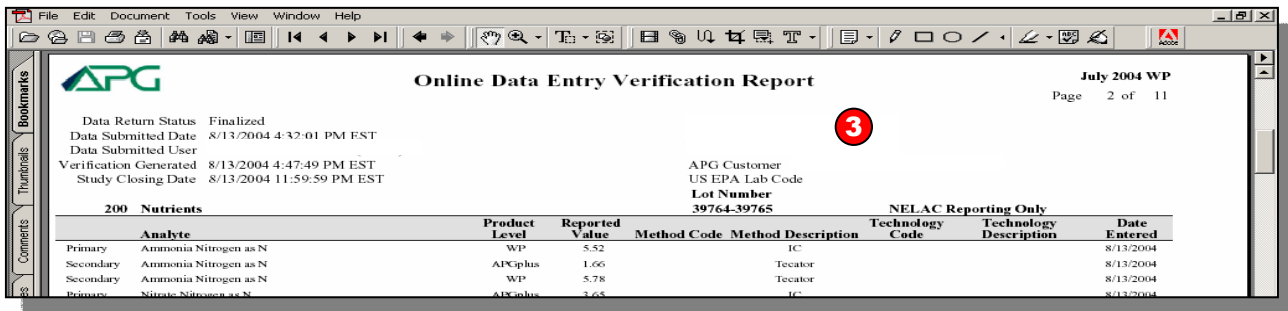
View Data Return 2

- 1 Review all data entered. At the bottom of the screen, click the "Finalize Data Return" Button to electronically sign the data return and submit it to APG for processing. The data can be entered until 11:59:59 PM eastern time on the study close date.

- 2 Once data has been finalized a visual confirmation will appear on the screen.

- 3 A detail, printable confirmation will be sent to the email address specified during Elite Membership Registration.

Please contact APG Customer Service via email at support@apgqa.com or 800.272.4442.



Online Data Entry Verification Report July 2004 WP
Page 2 of 11

Data Return Status: Finalized
Data Submitted Date: 8/13/2004 4:32:01 PM EST
Data Submitted User: [Redacted]
Verification Generated: 8/13/2004 4:47:49 PM EST
Study Closing Date: 8/13/2004 11:59:59 PM EST

APG Customer: [Redacted]
US EPA Lab Code: [Redacted]
Lot Number: 39764-39765

200 Nutrients		NELAC Reporting Only					
Analyte	Product Level	Reported Value	Method Code	Method Description	Technology Code	Technology Description	Date Entered
Primary	Ammonia Nitrogen as N	WP	5.52		IC		8/13/2004
Secondary	Ammonia Nitrogen as N	APCplus	1.66	Tecator			8/13/2004
Secondary	Ammonia Nitrogen as N	WP	5.78	Tecator			8/13/2004
Primary	Nitrate Nitrogen as N	APCplus	3.65		IC		8/13/2004

