

DMRQA Permittee Online Data Entry Tutorial

APGQA.com

APG's online data entry system simplifies the entire DMRQA reporting process. As a DMRQA NPDES Permit Holder (Permittee), you can electronically submit data for your NPDES Permits. 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

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? 3 <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 to entering data 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.

3 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

The screenshot shows the APGQA.com website interface. At the top, there is a navigation bar with links for "View Cart", "My Account", and "Login". The APG logo and company name "Analytical Products Group, Inc." are prominently displayed, along with contact information: "2730 Washington Boulevard • Belpre, OH 45714", "800.272.4442 • 740.423.4200 • Fax 740.423.5588". A search bar is located in the top right, and a "Go" button is next to it. Below the search bar, there are flags for the United States, Germany, Spain, France, and Portugal, with a note "Translation by SYSTRANLinks - Disclaimer".

The main navigation bar includes links for "Elite Membership Login", "Quality Assurance", "Shop APG", "Data Entry", "Reports", and "Info & Support".

The "Data Entry Code" section is highlighted with a red circle and the number 1. It contains the text: "Found on the lower-right corner of the front cover of your PT Data Return Booklet or the bottom of the second page of your DMRQA Reporting Forms". Below this text is a form with a dropdown menu showing "ABCD" and a text input field containing "1234", followed by a "Go" button. A "Booklet ID" label is positioned above the "Go" button.

The "Understanding Oil and Grease Analysis" article is featured, discussing the technical support staff at APG and the confusion regarding the Oil and Grease Standard. It mentions the hexane extraction Method 1664 versus the old Freon-113 extraction method 413.1. A link to "Read the complete article" is provided.

The "APG eNews" section prompts users to enter their email address to subscribe to the monthly newsletter, with a "Go" button.

The "Quick Tools" section includes a dropdown menu labeled "CHOOSE A LINK" and a "Go" button.

The "Wastewater (WP)" section contains a table with columns for "Ship Date" and "Data Due".

	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

The "Drinking Water (WS)" section also includes a table with columns for "Ship Date" and "Data Due".

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. If you receive data from a contract laboratory, then the data entry code is located on the top of the APG Data Reporting Package or the bottom-right of the second page of the Permittee Data Return Form.

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.

Determining Your DMRQA Reporting Role

Contract Laboratory or Permittee or Both?

Refer to the Contract Lab Online Data Entry Tutorial to learn about the reporting process for contract labs.

The screenshot shows the APGQA.com website interface. At the top, there is a navigation bar with links for 'View Cart', 'My Account', 'Customer Admin', and 'Logout'. Below this is a search bar and a 'Go' button. The main content area features a breadcrumb trail: 'home > online data return >'. A section titled 'DMRQA Study 24' provides dates and times for the study. Below this, a prompt asks the user to select between 'Permittee' and 'Contract Laboratory' based on whether they have an NPDES permit. Two buttons are provided: 'Permittee' (labeled 1) and 'Contract Laboratory' (labeled 2). A 'Return to Previous Page' button is also present (labeled 4). A large blue box on the right side of the page contains the text: 'Not sure if you should report data as a Permittee or a Contract Laboratory for DMRQA? Determine How To Report For DMRQA' (labeled 3).

1 An organization that has an NPDES Permit is considered a "Permittee". Click the "Permittee" button to enter the system as an NPDES Permit Holder. You may return to this page and change your selection at any time.

2 An organization that provides the analysis for an NPDES Permit but does not have an NPDES Permit is considered a "Contract Laboratory".

3 Click this button and APGQA.com will ask you a series of questions and determine your reporting role.

4 It is possible that you may need to report as a permittee and a contract lab. If you test analytes for your own NPDES Permit and test analytes for a separate organization's NPDES Permit then you are both a permittee and a contract laboratory. You can click the "Return Previous Page" Button to change your DMRQA Reporting Role.

Entering Your Data Online

Entering an NPDES Permit

DMRQA Study 24

This study opens on Wednesday, June 02, 2004 at 12:00:01 AM eastern time and closes on Friday, September 03, 2004 at 11:59:59 PM eastern time



Enter NPDES Permit Details in the fields below. All required fields must be entered. Click the 'Save Permit' Button located at the bottom of the page once you have entered relevant permit information. You will be able to enter data for this permit or enter more permits once you have saved this permit.

Section 1: NPDES Permit Number

Enter Permit State, 7 character numeric Permit Number, optional permit extension

NPDES Permit OH 9999999 .01 **1** Required

Section 2: Certifying Official

No PO Boxes. Must be a courier address.

Certifying Official Defaulted to User Information For Your Convenience.

Salutation: Mr. **2**
First Name: John Required
Last Name: Smith Required

1 Once you have gained access to the data entry system, you will need to enter an NPDES Permit. An NPDES Permit is listed on your DMRQA Announcement Letter. Select the state, enter the permit number and an optional permit extension to identify the data.

2 Enter the Certifying Official contact information. This is the person responsible for the NPDES Permit. Be sure to enter all required fields. Click the "Save Permit" Button at the bottom of the page to continue.

3 If you entered data online in the past, you will be directed to the Permittee Main Menu which includes a listing of the permit(s). Click the "Enter Data" Button to enter data. Click the name of the permit to edit the certifying official contact information.


1 Add an NPDES Permit **3**

2 Enter data and report it For DMRQA
To edit the certifying official details click the permit

	Permit	Certifying Official
Enter Data	OH9999999-001	Mr. John Smith QA Manager Sample Corporation

Entering Your Data Online

Entering DMRQA Data

 Please enter your results into the appropriate fields below. If you are not reporting results for a particular analyte, leave all fields blank for the particular analyte.

Total Residual Chlorine						
Analyte Code	Analyte	YOLUNTARY	SAMPLE LOT#	US EPA LAB CODE	REPORTED VALUE	METHOD DESCRIPTION
98	Total Residual Chlorine	<input type="checkbox"/>	3931	Z200983	4.98	EPA 150.1

2 character state code preceding 5 character Maximum 15 characters

Certifying Official

OH9999999-001
 Mr. John Smith
 Sample Corporation
 100 Main Street
 Belpre, OH 45714
 (P) 740-423-4200
 (F) 740-423-5588
 s.smith@sample.com

Changes to data are not saved until data has been finalized.

Continue 5
Return to Previous

Demand							
Analyte Code	Analyte	Voluntary	Sample Lot #	US EPA Lab Code	Reported Value	Units	Method Description
38	Biochemical Oxygen Demand	<input type="checkbox"/>	39372	OH1234 1	1 2	mg/L	aaaa 4
102	Carbonaceous BOD	<input type="checkbox"/>	39372	OH12346	2	mg/L	bbbbbb
36	Chemical Oxygen Demand	<input type="checkbox"/>	39372			mg/L	
37	Total Organic Carbon	<input type="checkbox"/>	39372			mg/L	

Nutrients							
Analyte Code	Analyte	Voluntary	Sample Lot #	US EPA Lab Code	Reported Value	Units	Method Description
31	Ammonia Nitrogen as N	<input type="checkbox"/>	39460-3946 3			mg/L	
32	Nitrate Nitrogen as N	<input type="checkbox"/>	39460-39461			mg/L	
33	Orthophosphate as P	<input type="checkbox"/> 5	39460-39461			mg/L	
34	Total Kjeldahl Nitrogen	<input type="checkbox"/>	39460-39461			mg/L	
35	Total Phosphorus as P	<input type="checkbox"/>	39460-39461			mg/L	

- 1 Enter the US EPA Lab Code for the laboratory that performed the testing. This could be an internal laboratory or a contract laboratory.
- 2 Enter the reported value and method description for the analytes that you tested.
- 3 Be sure that the lot numbers on the samples match the lot numbers on the web page.
- 4 Method Description is a maximum of 15 characters. Spaces should be omitted.
- 5 Check the "Voluntary" box for any analytes that are not listed on your permit but that you would like to report. These results are evaluated but noted as voluntary on all reports.
- 6 Click the "Continue" Button to review the data before submitting.

Entering Your Data Online

Finalizing Your DMRQA Data Return

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate, and complete. Each reported value was produced from a single analytical run using the analytical system that routinely performs these analyses to produce compliance monitoring data required under related National Pollutant Discharge Elimination System (NPDES) permits. Neither I nor any of my subordinates compared our results with results from independent analyses conducted by us or any other laboratory before we reported our results to APG. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

OH9999999-001
 Mr. John Smith
 Sample Corporation
 100 Main Street
 Belpre, OH 45714
 (P) 740-423-4200
 (F) 740-423-5588
 s.smith@sample.com

Finalize DMRQA Data Return 2 **Edit Data** 3

- 1 Review all data and ensure that it is entered correctly. Data must be reported in the units specified.
- 2 Click the “Finalize DMRQA Data Return” to submit your data. The data can be modified while the study is open.
- 3 Click the “Edit Data” Button to return to the previous page and edit the data.

Demand		US EPA				
Analyte Code	Analyte	Sample Voluntary	Lab Lot #	Lab Code	Reported Value	Method Units Description
38	Biochemical Oxygen Demand		39372	OH12346	1	mg/L aaaa
102	Carbonaceous BOD		39372	OH12346	2	mg/L bbbbbb
36	Chemical Oxygen Demand	No data submitted				



Entering Your Data Online

Finalizing Your DMRQA Data Return



IMPORTANT NOTE

Your data has been successfully submitted. You will receive an email confirmation that includes a printable copy of your data. Also included in the email is a copy of the EPA Forms located in the DMRQA Announcement Letter. If you do not receive this confirmation within two hours please contact APG.

As instructed in the DMRQA Announcement Letter, submit a copy of your data and the EPA forms to your State/Regional DMRQA Coordinator before the study close date for this study. You do not need to mail anything to APG.

Your Data Return has been successfully submitted. Select from one of the options below to continue.

1

Add an
NPDES Permit

1

Add another NPDES Permit. Once the permit has been entered, you can then enter the DMRQA data for that permit.

2

Print This Page
For My Records

2

Print this page for my records. You will receive a detailed email with the information below however you may want to print this screen for your records.

3

Return To
Main Menu

3

I have completed entering data for each of my NPDES Permits. Return to the main menu.

- 1 If you have more than one NPDES Permit, click the "Add an NPDES Permit" Button. Return to the previous pages and follow the instructions for entering data online.
- 2 Although it is not necessary, the data return confirmation page can be printed using the "Print This Page For My Records" button.
- 3 Click the "Return To Main Menu" Button to view a list of the NPDES Permits that have been added to the online data entry system.

Entering Your Data Online

Email Confirmation

NPDES Permit No. _____
(9 Digit)

Side B **DMRQA Study 23**
Permittee Data Return Form
This information is to be completed by the Permittee.

Sample Name	Analyte	Volume	Sample Lot #	US EPA Lab Code (7 Digit)	Reported Value	Units	Method Description (7 Character)
Trace Metals	Cobalt	1	35195			ug/L	
	Copper		35195			ug/L	
	Iron		35195			ug/L	
	Lead		35195				
	Manganese		35195				
	Mercury		35195				
	Nickel		35195				
	Selenium		35195				
	Vanadium		35195				
	Zinc		35195				
Total Phenolics	Total Phenolics		35196				
Total Cyanide	Total Cyanide		35197				
Total Residual Chlorine	Total Residual Chlorine		35198				
Oil & Grease	Oil & Grease		35199				

Note: Your organization's report will be shipped to the certifying official at the address below

Certifying Official _____ Email _____

Permittee Organization Name _____

Reporting Address (No P.O. Boxes) _____

City _____ State _____

Phone _____ Fax _____

By signing this form I acknowledge that I have read and understand all program requirements and authorized APG to submit the results to the US EPA and State / Regional DMR Coordinator.

Signature _____ Date _____

APGQA.com

Due Date: **August 29, 2003** Data Entry Code: **AAAA**

Permittee Instructions Page 5

What separates APG from all other PT providers is customer service. If you have any questions about the online system, what must be sent to whom, or what the deadlines are for completing your responsibilities please give your customer service team a call at 800.272.4442.

The following instructions meet the requirements as presented in the DMRQA Announcement Letter (308 Letter) as well as the requirements detailed in the US EPA National Standards for Water Proficiency Testing Studies Criteria Document (December 30, 1998).

You have two options when reporting your data:

1. Report online at www.APGQA.com.
2. Report on the Permittee Data Return Form.

Please review the study close date located on your Permittee Data Return Form to determine when the data must be submitted to APG.

OPTION ONE

Online Data Entry Instructions

The APG Online Data Entry System simplifies the DMRQA process. It helps ensure that your data return is complete and meets US EPA guidelines. Since you do not have to mail anything to APG, you have extra time to submit your data. Results can be submitted until 11:59 p.m. EST on the study close date. To enter data online register, for a Free Elite Membership Account and discover the many other benefits of APG's online system.

Step 1-Elite Membership
 Register for Elite Membership at www.APGQA.com/register at least one business day before the study close date. If you have already registered, use the same password and login or contact customer service for assistance at 800.272.4442.

Step 2-Data Entry Code (8 characters)
 Locate your Data Entry Code on the Permittee Data Return Form. This is your unique study identification number that allows you to enter, edit, and submit data.

Step 3-Log onto www.APGQA.com
 Login as an Elite Member at www.APGQA.com/login <<http://www.APGQA.com/login>> and enter your Data Entry Code in the box provided on the left side of your screen. Follow the on-screen instructions to enter and submit data. SEE STEPS 4, 5, and 6 IN THE FOLLOWING SECTION.

1 You will receive an email confirmation that your data has been received. In this email will be:

- printable copy of your data
- contact information for your DMRQA Regional and State Coordinators
- forms located in the DMRQA Announcement Letter that you must complete and send with a copy of your data to your DMRQA Coordinator.

Please note that you do not need to send anything to APG.