

# H<sub>2</sub>O Cloud Reporter

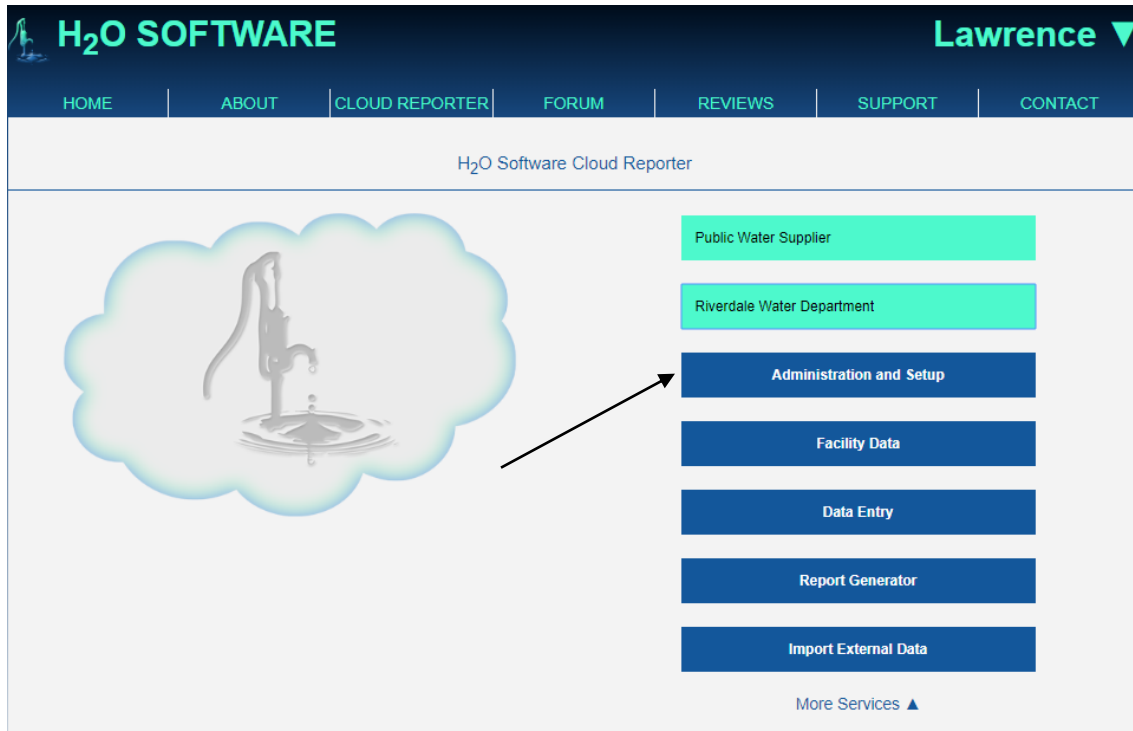


Data Management | Report Generation  
Wherever You Are

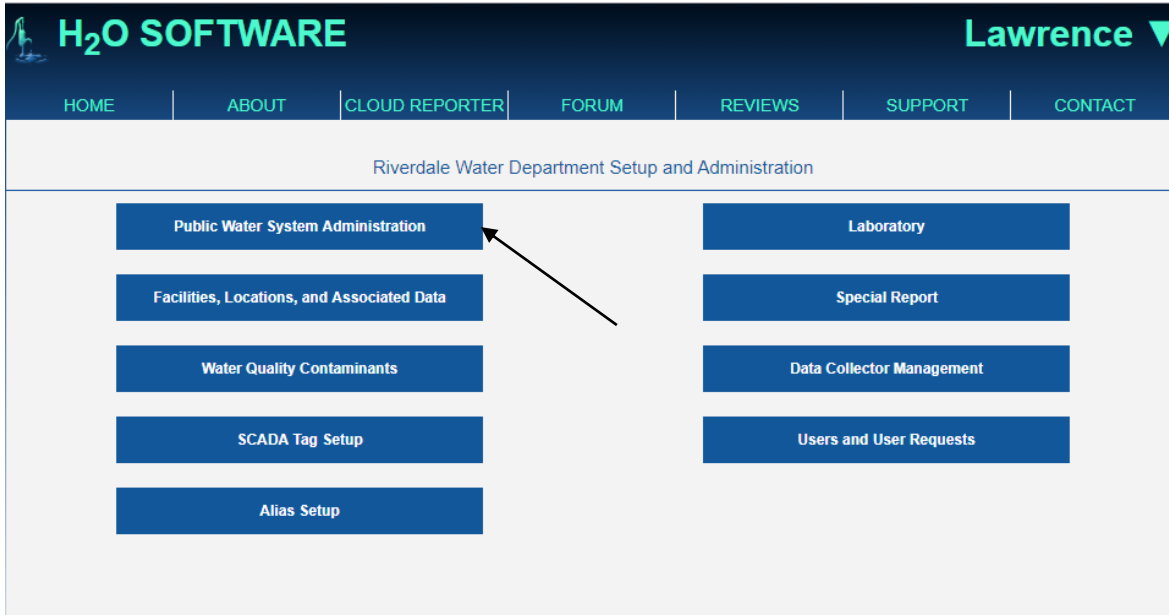
## Lead and Copper Setup Instructions

Running the Lead and Copper reports from the H<sub>2</sub>O Cloud Reporter is easy. However, there are setup requirements for both the system and locations participating in the Lead and Copper program. Once the system and locations have been setup, future setup measures are only required when a location is added, removed, or changed (such as plumbing modifications). Also, if your regulatory agency requires changes to your approved Lead and Copper program, setup changes may be required.

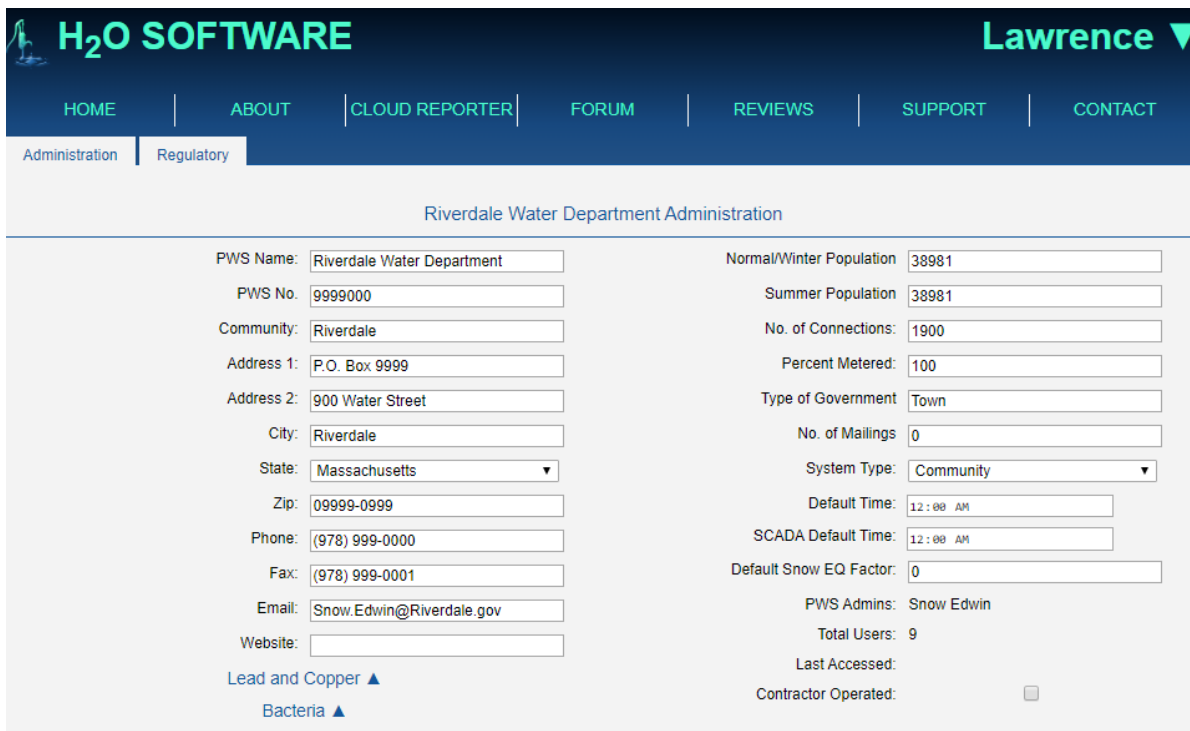
## System Setup



1. From the H<sub>2</sub>O Cloud Reporter's Home page, click <Administration and Setup>. This will take you to the Administration and Setup page.



- From the Administration and Setup page click <Public Water System Administration> to open the Public Water System Administration setup page.



- At the bottom of the left column, there is a dropdown box labelled "Lead and Copper". Click on <Lead and Copper> to open the Lead and Copper dropdown box.

Lead and Copper ▼

Number of Pb Services:

Number of Pb/Cu Samples Required:

Number of Pb/Cu Samples Submitted:

Number of Distribution WQP Samples Required:

Number of Entry Point WQP Samples Required:

Sampling Frequency:

Bacteria ▲

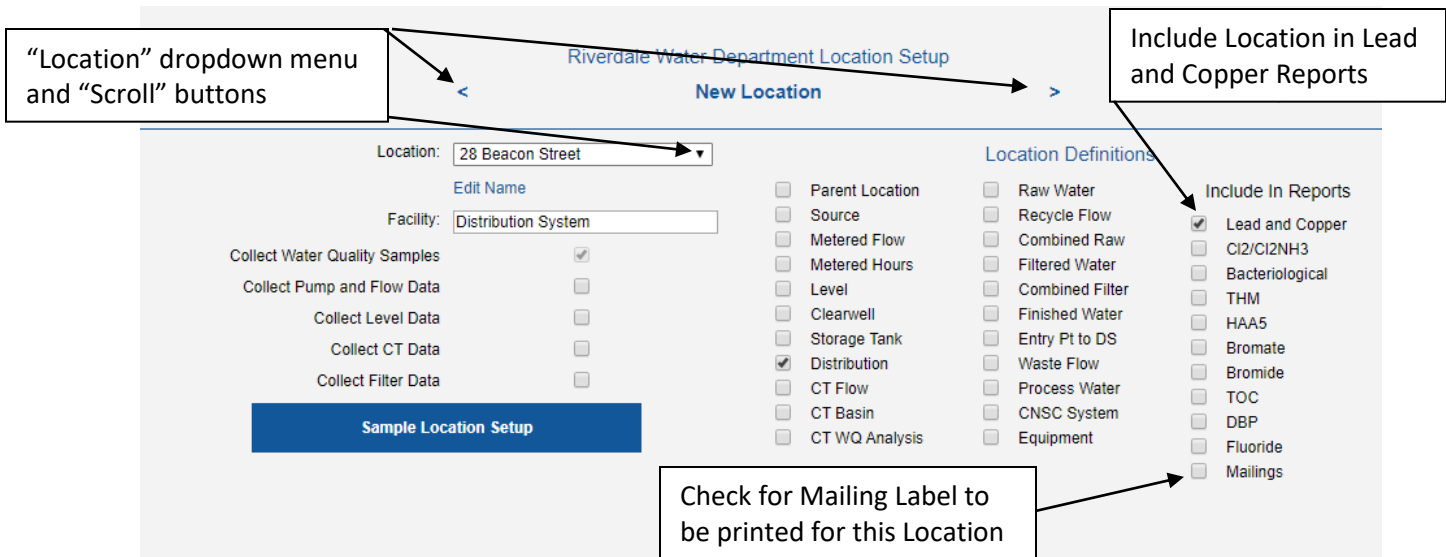
- In the Lead and Copper dropdown box, fill in the required information. In this example, there are 0 lead services in the system, 30 Pb/Cu samples required, 30 Pb/Cu samples submitted, 0 Distribution WQP samples required, 0 Distribution WQP samples submitted and the sampling frequency is Reduced – Every Three Years. When finished click <Cloud Reporter>

### Lead and Copper Site Location Setup (Residential)

- When finished, click <Cloud Reporter> and then <Administration and Setup>. This will take you back to the Administration and Setup page. Then click <Facilities, Locations and Associated Data> to open the “Facilities” page.

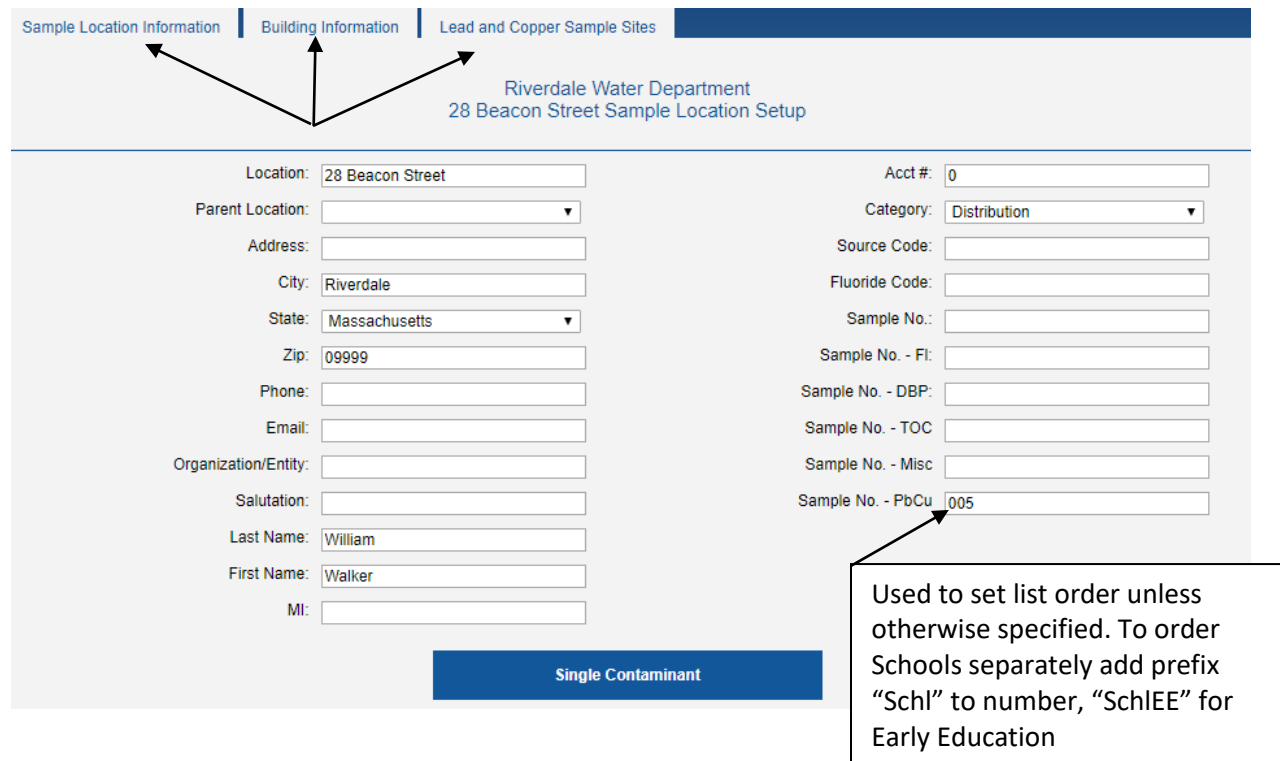
The screenshot shows the H2O SOFTWARE web interface. The top navigation bar includes links for HOME, ABOUT, CLOUD REPORTER, FORUM, REVIEWS, SUPPORT, and CONTACT. The user is logged in as Lawrence. The main content area is titled 'Riverdale Water Department Facility Setup' and 'New Facility'. A form field for 'Facility Name' has 'Distribution System' selected. A blue button labeled 'Locations Setup' is positioned to the right of the form field.

- With “Distribution System” selected as the Facility Name, click <Locations Setup>. This will open the “Locations Setup” page.



Select a Lead and Copper sample site by either using the “Location” dropdown menu or the Scroll buttons. If a Lead and Copper site (Location) is not found, it was not been created in the database. Refer to page 6 in the Instruction Manual for creating a location. The user can locate the Instruction Manual by clicking <Support> at the top of the H<sub>2</sub>O Cloud Reporter.

Once selected, check <Lead and Copper> under “Include in Reports”. Next click <Sample Location Setup> to open the “Sample Location Setup” page.



The user should note that on the top of Sample Location Setup page, there are three tabs; Sample Location Information, Building Information, and Lead and Copper Sample Site [Information]. When the user opens the Sample Location Setup page, it opens on the Sample Location Information Tab. Fill out as much information as possible about the location, including homeowner's name and address, if different from the location name, phone number, etc. Under Category, select either Distribution or School. In the Sample No. - PbCu field give the location a number to set its list order, specifically for the Sampling Plan Report. See note above. Next, Click the <Building Information> tab.

**Select Building Type**

Riverdale Water Department  
28 Beacon Street Sample Location Setup

Location: 28 Beacon Street

Building Type: Single Family Residence

Date Built: 01/01/1984

**Materials Information**

Tier Class: 1B

**Distribution** ▲

**Service** ▼

Service Material: Copper

Service Size: 1 in

Date Service Installed: 01/01/1984

**Plumbing** ▼

Plumbing Material: Copper with Lead Solder

Plumbing Size: 0.75 in

Date Plumbing Installed: 01/01/1984

**Select Tier Class based on Service and Plumbing Information entered in dropdown menus below.**

Single Contaminant

On the Building Information tab, the user is entering all the building information required to complete a materials survey of the sample site. Except for required dates, all information is selected from dropdown menus. The Tier Class is selected based on the information found on this page. Next click the <Lead and Copper Sample Sites> tab.

Riverdale Water Department  
28 Beacon Street Sample Location Setup

Location: 28 Beacon Street

Volunteered For Sampling:

Selected For Sampling:

Used For Sampling:

**Site Types**

WQP Site:

Elimiated Site:

Replacement Site:

Alternate Site:

**Sampling Information**

Collect Samples in Bathroom:

Collect Samples in Kitchen:

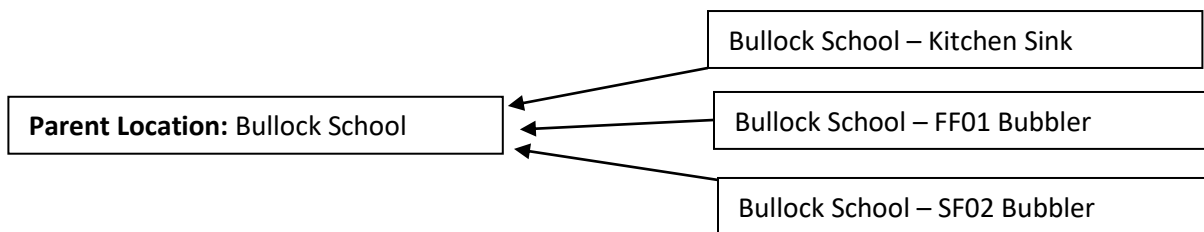
Planned Collection Method: Resident/Homeowner

Single Contaminant

After determining that the building site meets the requirements for sampling, on the <Lead and Copper Sample Sites> tab select if the Resident has volunteered for sampling, was selected and has been approved by your regulatory agency for either a primary site or an alternate site. If approved as an alternate site, check <Alternate Site>. Also select where the sample is to be sampled and who is collecting the sample.

### Lead and Copper Site Location Setup (Schools)

Schools are unique for sampling under the Lead and Copper rule primarily because more than one location within a school must be identified and tested. Usually, this will be a kitchen sample site and a bubbler site. However, the exact location of these sites may change and must be uniquely identified. We therefore set up School locations slightly different than residential locations. When setting up schools in the H<sub>2</sub>O Cloud Reporter, we first set up the actual school location, that is the school's name and address, etc; and designate this location as a Parent Location. We then set up specific locations within the school, as we would any other location except, we join these locations to the parent location, as shown below.



1. Go to the “Locations Setup” as shown is steps 1 and 2 of the previous section.

Riverdale Water Department Location Setup

|<      <      **New Location**      >      >|

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Location:

[Edit Name](#)

Facility:

Collect Water Quality Samples

Collect Pump and Flow Data

Collect Level Data

Collect CT Data

Collect Filter Data

Sample Location Setup

**Location Definitions**

<input checked="" type="checkbox"/> Parent Location <input type="checkbox"/> Source <input type="checkbox"/> Metered Flow <input type="checkbox"/> Metered Hours <input type="checkbox"/> Level <input type="checkbox"/> Clearwell <input type="checkbox"/> Storage Tank <input type="checkbox"/> Distribution <input type="checkbox"/> CT Flow <input type="checkbox"/> CT Basin <input type="checkbox"/> CT WQ Analysis	<input type="checkbox"/> Raw Water <input type="checkbox"/> Recycle Flow <input type="checkbox"/> Combined Raw <input type="checkbox"/> Filtered Water <input type="checkbox"/> Combined Filter <input type="checkbox"/> Finished Water <input type="checkbox"/> Entry Pt to DS <input type="checkbox"/> Waste Flow <input type="checkbox"/> Process Water <input type="checkbox"/> CNSC System <input type="checkbox"/> Equipment	<p><b>Include In Reports</b></p> <input checked="" type="checkbox"/> Lead and Copper <input type="checkbox"/> Cl <sub>2</sub> /Cl <sub>2</sub> NH <sub>3</sub> <input type="checkbox"/> Bacteriological <input type="checkbox"/> THM <input type="checkbox"/> HAA5 <input type="checkbox"/> Bromate <input type="checkbox"/> Bromide <input type="checkbox"/> TOC <input type="checkbox"/> DBP <input type="checkbox"/> Fluoride <input type="checkbox"/> Mailings
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- If it has not already been created, add a New Location for the School itself, not sampling sites with the school. For this example, add Bullock School as shown above. Check <Parent Location> and the click <Sample Location Setup>. The Sample Location Setup page will open.

Sample Location Information | Building Information | Lead and Copper Sample Sites

Riverdale Water Department  
Bullock School Sample Location Setup

Location: <input type="text" value="Bullock School"/>	Acct #: <input type="text"/>
Address: <input type="text" value="123 Bullock Ave."/>	Category: <input type="text" value="School"/>
City: <input type="text" value="Riverdale"/>	Source Code: <input type="text"/>
State: <input type="text" value="Massachusetts"/>	Fluoride Code: <input type="text"/>
Zip: <input type="text" value="09999-0999"/>	Sample No.: <input type="text"/>
Phone: <input type="text"/>	Sample No. - FI: <input type="text"/>
Email: <input type="text"/>	Sample No. - DBP: <input type="text"/>
Organization/Entity: <input type="text" value="Riverdale School Department"/>	Sample No. - TOC: <input type="text"/>
Salutation: <input type="text" value="Ms"/>	Sample No. - Misc: <input type="text"/>
Last Name: <input type="text" value="Lindsey"/>	Sample No. - PbCu: <input type="text"/>
First Name: <input type="text" value="Taylor"/>	
MI: <input type="text"/>	

- Fill in all the available contact information for the Bullock School. Also, as described in the previous section, the user may select the Building Information tab to enter building information about the school. Next, return to the Location Setup page and select each of the Lead and Copper samples sites within the school. For this example, the “Bullock School – Kitchen Sink” sample site is selected.

Riverdale Water Department  
Bullock School - Kitchen Sink Sample Location Setup

Location:	<input type="text" value="Bullock School - Kitchen Sink"/>	Acct #:	<input type="text"/>
Parent Location:	<input style="border-bottom: 1px solid black;" type="text" value="Bullock School"/>	Category:	<input style="border-bottom: 1px solid black;" type="text" value="School"/>
Address:	<input type="text" value="123 Bullock Ave."/>	Source Code:	<input type="text"/>
City:	<input type="text" value="Riverdale"/>	Fluoride Code:	<input type="text"/>
State:	<input style="border-bottom: 1px solid black;" type="text" value="Massachusetts"/>	Sample No.:	<input type="text"/>
Zip:	<input type="text" value="09999-0999"/>	Sample No. - FI:	<input type="text"/>
Phone:	<input type="text"/>	Sample No. - DBP:	<input type="text"/>
Email:	<input type="text"/>	Sample No. - TOC:	<input type="text"/>
Organization/Entity:	<input type="text" value="Riverdale School Department"/>	Sample No. - Misc:	<input type="text"/>
Salutation:	<input type="text" value="Ms"/>	Sample No. - PbCu:	<input type="text"/>
Last Name:	<input type="text" value="Lindsey"/>		
First Name:	<input type="text" value="Taylor"/>		
MI:	<input type="text"/>		

**Single Contaminant**

- To link the “Bullock School – Kitchen Sink” location to the “Bullock School”, click the <Parent Location dropdown menu> and select “Bullock School”. Additional locations (presumably other sample locations within the school) may be selected and joined to this parent location. Note, once joined, the Bullock School – Kitchen Sink sample site assumes the address and contact information of the Parent Location. As described in the previous section, the user may select the Building Information and Lead and Copper Sample Site tabs to enter additional information about the sample location.

## Entering Lead and Copper into the Database

As with any other water quality contaminant, Lead and Copper data can be added to the H<sub>2</sub>O Cloud Reporter’s database in three different ways.

- The first is by entering Lead and Copper sample data individually, through the Water Quality data entry pages under Facility Data. based on the type of data, date, location, and water quality contaminant name. This method is best used when first setting up Lead and Copper locations and water quality data, or when you need to verify that all the required sample support information is accurately recorded. Also, the user may prefer to make data corrections using this method. For more detailed data entry instruction for this method refer to page 39 (Adobe Acrobat page #42) in the H<sub>2</sub>O Cloud Reporter Instruction Manual, under Data Entry, Facility Data, Water Quality Locations and Sampling.



2. The second method is by entering the Lead and Copper data into unique, user configured data entry forms. A data entry page may be configured for as many as 15 sample sites per page. This method is best used after a first set of data is first entered via the Facility Data page as described above. The user may also use these forms for making data entry corrections. For more detailed data entry instruction for this method refer to User Configured Data Entry on page 51 (Adobe Acrobat page #54) in the H<sub>2</sub>O Cloud Reporter Instruction Manual.
3. The third method is by uploading all the Lead and Copper report data directly to the H<sub>2</sub>O Cloud Reporter from your regulatory agency's or certified laboratory's spreadsheet report. This is the fastest way to enter all your Lead and Copper data. When using this method to enter Lead and Copper data, all the sample support information for each sample is usually also uploaded with the Lead and Copper data. For more detailed information on uploading your Lead and Copper data directly to the H<sub>2</sub>O Cloud Reporter refer to Section 4, "Uploading External Data" on page 61 (Adobe Acrobat page #64) in the H<sub>2</sub>O Cloud Reporter Instruction Manual, under User Configured Data Entry.

## Lead and Copper Report Generation

Most reports generated in the H<sub>2</sub>O Cloud Reporter have defined requirements that must be met before the report will fire or be properly populated. For example, most reports, but not all, require a date range to be specified in the Report Generator before it will fire. Once all the requirements for a report are met, the user needs to only select the desired report and click <Run>. The selected report will be generated as either a portable document (file) format (.pdf) or as a comma separated values file (.csv). A .csv file can be read as a text file but is more easily viewed within a third-party spreadsheet software such as MS Excel.

Riverdale Water Department Report Generator

08/01/2019 08/31/2019

Report Setup ▲

Lead and Copper LCR-C

Run

Lead and Copper reports are created and populated in the same way and have defined requirements that must be met before each report will fire. The Lead and Copper Report Requirement's Table at the end of this document specifies these requirements for each report. The table has six numbered columns, one for each report requirement. How to complete each setup requirement is discussed above.

1. Date Range – Refer to Page 9 for entering the date range for generating the report.
2. Administration Setup Requirements – Refer to Pages 1 – 3 for defining DEP’s sampling requirements for your Water System. This information may need to be changed for each sampling period, should DEP requirements for your system change.
3. Location Setup – Include in Pb & Cu Reports – Refer to Pages 3 – 4. Except for a school’s “Parent” location, each location that may be included in any Lead and Copper report except the Lead and Copper Material Survey Data report must have the “Include in Pb & Cu Reports” checked. Also, any sampling site (Location) that is included in a sampling round should have the “Mailings” checkbox checked so a mailing label for the location can be printed.
4. Sample Location Setup – Sample Location Information – Refer to Pages 4 – 5. Fill out as much information as possible about the location, including homeowner’s name and address, if different from the location name, phone number, etc. If it is a sample site within a School, select the Parent Location (See Page 8). Under Category, select either Distribution or School. In the Sample No. - PbCu field give the location a number to set its list order, specifically for the Sampling Plan Report. See note on last Figure on Page 4.
5. Sample Location Setup – Building Information – Refer to Page 5. On the Building Information tab, the user is entering all the building information required to complete a materials survey of the sample site. Except for required dates, all information is selected from dropdown menus. The Tier Class is selected based on the information found on this page. Refer to the first page of the Lead and Copper Sampling Plan for help in selecting the appropriate Tier Class with the Building Information.
6. Sample Location Setup – Lead and Copper Sample Sites – Refer to Pages 5 - 6. After determining that a location meets the requirements to be included on an Sampling Site Plan for Lead and Copper, on the Lead and Copper Sample Sites tab select if the Resident has “Volunteered for Sampling”, and was “Selected for Sampling” Indicate whether the Sampling Location has been approved by your regulatory agency as either a primary site or an alternate site. If approved as an alternate site, check <Alternate Site>. Select “Used for Sampling” when the Sampling Site is used as a Sample Site. Also select where the sample is to be sampled and who is collecting the sample.

**Report Requirement's Table**

Report	1 Date Range	2 Admin Setup RQMTS	3 Location Setup – Include in Pb & Cu Reports	4 Sample Location Setup RQMTS	5 Building Info RQMTS	6 Pb & Cu Sample Site RQMTS	Special Instructions
<b>Lead and Copper Reports</b>							
Lead and Copper Sampling Plan		X	X	X	X	X	Refer to (6.) on the previous page. At a minimum, for location to be included on report, under the Pb & Cu Sample Site tab, user must select “Volunteered” and “Selected”. Select from where sample is to be collected and how it will be collected.
Lead and Copper Chain of Custody	X		X	X	X	X	Refer to (6.) on the previous page. In addition to the above, “Used for Sampling” must be selected
Lead and Copper LCR-C	X		X	X	X	X	In addition to all the above, there must be Lead and Copper data recorded for the sampling period.
Lead and Copper LCR-D	X	X					In addition to all the above, there must be Lead and Copper data recorded for the sampling period.
Lead and Copper Homeowner Results	X		X	X	X	X	Refer to (4.) on the previous page. In addition to all the above, it is important that all contact information is correct.
Lead and Copper School Results	X		X	X	X	X	In addition to all the above, if there are more than one sampling sites at a school, be sure that a “Parent” location has been created and identified. Refer to (3. and 4.) above.

Report	Date Range	Admin Setup RQMTS	Location Setup – Include in Pb & Cu Reports	Sample Location Setup RQMTS	Building Info RQMTS	Pb & Cu Sample Site RQMTS	Special Instructions
<b>Lead and Copper Reports Cont.</b>							
Mailing Labels				X			Refer to (4.) on the previous page. It is important that all contact information is correct.
<b>Export Reports to .csv Excel or .tab text files</b>							
Lead and Copper Material Survey Data	X	X			X		Refer to (5.) on the previous page.