



# CHEMICAL SAMPLE SUBMISSION REPORT (SSR)

## Division of Drinking and Ground Waters

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### PUBLIC WATER SYSTEM INFORMATION:

PWS ID: OH \_\_\_\_\_  
PWS Name: \_\_\_\_\_  
Facility Code: \_\_\_\_\_  
Facility Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
County: \_\_\_\_\_

### LABORATORY INFORMATION:

Reporting Lab Name: Summit County Public Health  
Reporting Lab Certification No.: 598  
Lab Receipt Date: \_\_\_\_\_

### Data Quality Results:

- Analysis:  --Accepted  -- Rejected
- Invalid Sampling Point
  - Exceeds Holding Time
  - Excessive Head Space
  - Lab Accident
  - Insufficient Sample Information
  - Invalid Sampling Protocol
  - Broken
  - Chlorine Present
  - Frozen Sample
  - Leaked in Transit

### SAMPLE INFORMATION:

Lab Sample Number: \_\_\_\_\_  
Sample Monitoring Point \_\_\_\_\_  
Sample Type:  
 -- Routine (compliance)  
 -- Special (non-compliance)  
Sample Collection Date: \_\_\_\_\_  
Sample Collection Time: \_\_\_\_\_  
Street Address and Tap Location: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Lead/Copper Location Type:  
 -At Source  --Flushed  
 -First Draw  --Lead Service Line

### Comments

### Sample Results:

Analyte	Analyte Code	Method Code	Results Sign	Results Value	Results Units	Lab ID#	Analyst #	Analysis Date	QC Date

Analyte	Analyte Code	Method Code	Results Sign	Results Value	Results Units	Lab ID#	Analyst #	Analysis Date	QC Date

Lab Sample Number*	Enter the sample number issued by the reporting lab. Sample numbers are limited to 10 digits. The exact same sample number cannot appear from the same lab on more than one report in one calendar year.
PWS ID Number*	Enter the seven digit Public Water System Identification (PWS ID) Number assigned by Ohio EPA.
Water Facility State Code*	Enter the STU ID or the specific Facility code assigned to the location the sample was collected (STU, Well, Intake, Distribution, etc...). (These codes can be looked up in the reference data menu of eDWR)
Sample Point ID*	Enter the Sample Monitoring Point assigned to this sample location and/or from the monitoring schedule for the PWS, i.e., EP001, RS002, MR000, etc. (These codes can be found in the reference data menu of eDWR)
Sample Collection Date*	Enter the date (Month/Day/Year) which the sample was taken.
Sample Collection Time	Enter the time the sample was taken - HHMM
Lab Receipt Date	Enter the date (Month/Day/Year) which the sample was received at the lab.
Sample Rejection Reason	Select from the dropdown list the reason the entire sample was rejected for analysis. Leave Blank if sample was analyzed
Sample Type*	Select from the dropdown list the Sample Type being submitted. Note: Compliance samples are scheduled. All other samples are Special-Noncompliance. Special purpose samples are for: new mains, new well samples, and special investigations. Note the specific purpose in the comment section.
Pb/Cu Location Type	This field is only used when submitting lead and copper data and must be one of the following locations: At Source, Flushed, First Draw and Lead Service Line.
Collection Address	Enter the street address where the sample was taken, example: 1847 Main. This field is required if analyte is Lead or Copper
Comments	Include any additional information to further describe the sample location, data quality results or any other pertinent information about the sample.
Analyte Code*	Select the Appropriate SDWIS Code and analyte name from the list.
Analysis Completion Date	Enter the date the analysis was completed. The analysis completion date on the report should include the time involved for verification of the data through Quality Control; it is not the date that the results were generated unless quality control was done the same day. Entering an analysis completion date that does not represent the entire process can cause a laboratory to be noted as late for submission of results and subject to receiving violations for late reporting.
Analysis Completion Time	Enter the time the analysis was completed
Data Quality*	Select accepted or rejected depending on the validity of the sample result.
Data Quality Reason	Required if data Quality is rejected, select the reason from the list.
Analysis Method Code	Indicate the method used to perform the analysis. (These codes can be found in the reference data menu of eDWR)
Less Than Indicator	Select "<" or leave blank as appropriate.
Result	Enter the results value or the detection limit for the analysis.
Result Unit Code	Select the appropriate units for the analytical result.
Analytical Lab	Enter the certification number of the lab which analyzed the sample.
Analyst	Enter the number assigned by the Ohio EPA for the approved analyst.
QC Date	Enter the date the analytical lab completed the Quality Control for the sample

**Examples of Water Facility State Code and Sample Point ID Pairs:**

Sample Location	Sample Point ID	Water Facility State Code
Distribution Sample	DS000	DS1
Entry Point STU #1	EP001	2562342
Entry Point STU #2	EP002	2561212
Well #1 Raw Sample	RS001	WL00321
Distribution DBP Sample	DS201	DS1
Distribution DBP Sample	DS202	DS1