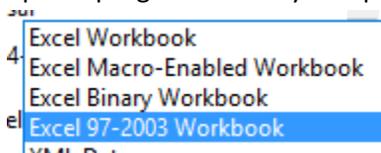


Guidance for Uploading Lead Samples (update Jan 30, 2019)

1. After lead samples are analyzed, export data into an Excel spreadsheet – preferably to an EMD activity template as this will make it easier to upload. There are two templates, a “lite” version and the full version. It doesn’t matter which version is used, however, for lead samples directions have been entered in the “lite” version.
 - a. The “lite” version has less columns and an example specific to the lead sampling, it’s best for anyone who is transcribing results from another document -
<https://www.des.nh.gov/organization/divisions/water/dwgb/documents/nhdes-w-03-212.xls>
 - b. The full version has all columns available and is best for labs that can save results in an Excel file in the format of this template -
https://www.des.nh.gov/organization/divisions/water/wmb/emd/documents/activity_template.xls
2. Look up the Monitoring Location Identifier in the EMDLite template “Pick List” tab. User can search by SAU number, location name, address, and town to find the ID for the school or childcare facility. If the samples include two licensed facilities (e.g., Middle School and High School, or Childcare Facility and School), contact EMD@des.nh.gov to confirm which ID to use. Generally we will join facility IDs and have you upload under the main School ID.
3. In the “Sample Comments” column you must enter the location where the sample was taken. For example: ‘Water fountain next to room 104’ or ‘sink in the art room’ – something that describes the location in a way that won’t change over time. Don’t use something like ‘Mr. Smith’s room’ because Mr. Smith may retire or move and then the location of that sample is lost.
4. The Project Identifier and Sample Collection Identifier for this sampling are both **LEADTEST**.
5. Enter as many rows as there were samples collected. The Monitoring Location Identifier will be the same for every row if all the samples were collected in the same school or childcare facility.
6. If the facility is a Public Water System, you must upload the lead samples only to the EMD database and the PWS compliance samples to the Drinking Water Bureau database.
7. When the Excel file is ready – either the lab or school/childcare facility staff can upload the data using the online tool “OneStop Data Provider”:
<https://www4.des.state.nh.us/OnestopDataProviders/DESLogin.aspx>
 - a. If you cannot upload the sampling data please email the Excel file to EMD@des.nh.gov.
8. Login or register for a new account. In either case you will need the activity “Upload Station or Activity Data for the Environmental Monitoring Database (EMD)”. Apply for this activity if you are registering for a new account or ‘Change Profile’ to add this activity to your account if needed. In either case, you will receive an email when the activity is successfully applied for.
 - a. After you apply, this activity must be approved before you can use it. We try to have a 24 hour turnaround but may take longer depending on who is available to process the request.
9. Note: at this time, save your template as Excel 97-2003 Workbook if it is not already. At this time, the upload program can only accept the *.xls version of Excel.



10. Click on the activity “Upload Station or Activity Data for the Environmental Monitoring Database (EMD)” which will take you to an upload screen.

Upload Station or Activity Data for the Environmental Monitoring Database (EMD)

[Data Provider Help](#)

Tuesday, Aug. 21, 2018

Select the type of file to be uploaded:

%

Attach your file below. Press [Browse] to locate it.

No file chosen

11. Select either “EMD Activity (Sample)” for the full version Excel or “EMD Activity (Sample) – Lite” for the lite version Excel.

Select the type of file to be uploaded:

%
%
EMD Activity (Sample)
EMD Activity (Sample) - Lite
EMD Station

12. Click “Choose File” and navigate to where you saved the Excel file. Double click on the file to ‘choose’ it.

Attach your file below. Press

No file chosen

Your file name will then appear.

Lead In Schools - Sampling Data Upload to EMD Template.xls

13. Click “Submit” to upload the file or “Validate Only” if you want to check to make sure the file is valid before submitting.

14. Your file can only be uploaded if you click “Submit” so if you validate first, be sure to go back and submit after the file is valid. You will be redirected to a screen that indicates the file was uploaded successfully.

Number of rows read = 1

Your file passed edit checks and was uploaded successfully as NHDEPTOFENVIRONSVCS20180821093149LEAD IN SCHOOLS - SAMPLING DATA UPLOAD TO EMD TEMPLATE.XLS. An email will be sent as confirmation.

- a. Please note: most users should receive an email as a confirmation that the file uploaded successfully or that the file was not valid and did not upload. However, some users do not receive these emails until the file is approved by NHDES. If you ever want to check on the status of a submittal – email EMD@des.nh.gov.

For More Information:

How to collect water samples and the requirements for SB247- DWGBInfo@des.nh.gov or 603-271-2513

How to Format and Submit SB247 Lead in Drinking Water Sample Data – EMD@des.nh.gov