

Purpose

This document outlines the procedure for laboratories to submit lead and copper data in the Lab-To-State portal.

- 1) Navigate to this website:
<https://sdwis.waterboards.ca.gov/labtoState/jsp/index.jsp>
- 2) Type in your username and password. Click Login.

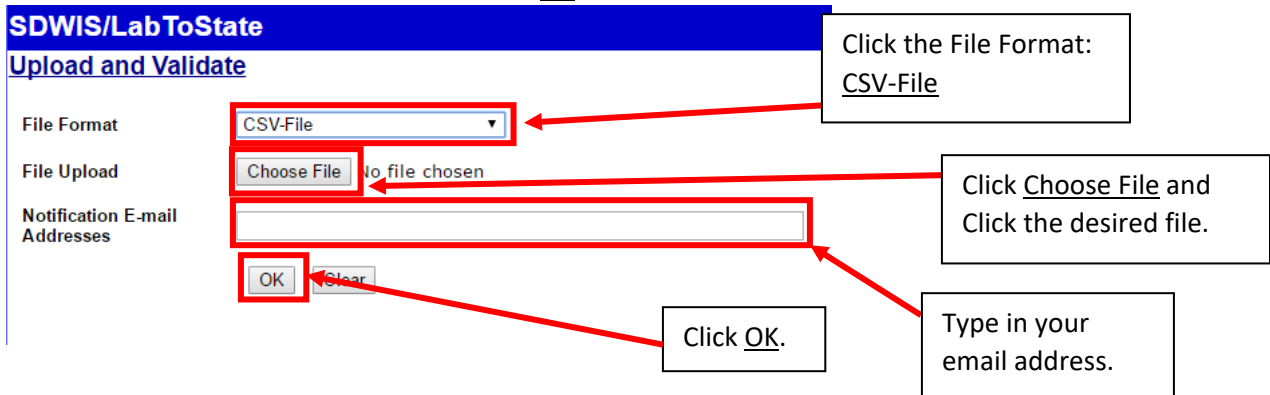


- 3) You should be taken to the following webpage.
Verify your lab name and click Upload and Validate.

Verify that you are logged in.



- 4) Click the File Format of CSV-File. Upload the file from your computer. Type the email address that you would like to receive notification emails from. Click OK.



SDWIS PROCEDURE DOCUMENT - LAB-TO-STATE: SUBMITTING LEAD AND COPPER DATA

5) You should see a successful status message. Click [Home/Job Listing](#).

SDWIS/LabToState Version 3.0

Safe Drinking Water Information System

SDWIS/LabToState

The generation/validation job was successfully submitted to the SDWIS/LabtoState software. If e-mail addresses were specified, then the results will be e-mailed after processing.

Upload and Validate

File Format:

File Upload: No file chosen

Notification E-mail Addresses:

[Home/Job Listing](#)

[Logoff](#)

[Help](#)

Verify that the job was successfully submitted.

Click [Home/Job Listing](#).

6) Click the Job Listing number that you just uploaded.

SDWIS/LabToState

Job Listing

Job ID	File Name	Submitted By	Submitted On	Laboratory Name	Certified	Certified By	Certified On	Select
11	6F29032 DRAFT SDWIS CA 27 Sep 16 1819.csv	jalee	2017-06-06 13:30:08.938	APPLIED P & CH LABORATORY (SO.CAL.)	N			<input type="checkbox"/>

Click the Job Listing number.

7) Click [View Report](#).

SDWIS/LabToState

Safe Drinking Water Information System

SDWIS/LabToState

Job Detail

Job ID : 12
FileName : 6F29032 DRAFT SDWIS CA 27 Sep 16 1819_2.csv [Download](#)
Laboratory : APPLIED P & CH LABORATORY (SO.CAL.)
Certified : N
XML Sampling Submission Information :

Certification Statement

IMPORTANT-READ CAREFULLY:
I certify that the uploaded data is an accurate representation of the data submitted.

I Agree Enter PIN Number :

[Home/Job Listing](#)

[View Report](#)

EDWR XML
[Download](#) [View](#)

[Logoff](#)

[Help](#)

Click [View Report](#).

SDWIS PROCEDURE DOCUMENT - LAB-TO-STATE: SUBMITTING LEAD AND COPPER DATA

- 8) A separate window or tab will appear. Your CSV may generate error reports and be shown on the left pane. **Please make all necessary corrections and re-upload the file before proceeding to Step 9.** By clicking the links on the left side, you should be able to troubleshoot and correct your CSV file accordingly (Generation-Errors is another option that will appear on the left side if you have any a generation error). If the Generation Error Count and the Validation Error Count are zero for all structure sets (as shown below), you are ready to proceed to Step 9.

Investigate errors by clicking these links.

If you have zeros here, please proceed to Step 9.

Structure Set	Generation Record Count	Generation Error Count	Validation Record Count	Validation Error Count
Sample	34	0	34	0
SampleResult	68	0	68	0

The screenshot shows a blue sidebar on the left with links: EDWR-Errors, Result-Errors, and Sample-Errors. A red box highlights these links. A callout box points to them with the text 'Investigate errors by clicking these links.' The main content area is titled 'SDWIS/LabToState Reports' and 'Job Summary'. Below this is a table with five columns: Structure Set, Generation Record Count, Generation Error Count, Validation Record Count, and Validation Error Count. The table has two rows: Sample and SampleResult. The Generation Error Count and Validation Error Count columns for both rows contain the value '0'. A red box highlights these two columns. A callout box points to these columns with the text 'If you have zeros here, please proceed to Step 9.'

- 9) Please return to the original page, Click I Agree, enter your Pin Number, and Click Submit File(s).

Click the check box.

Type your PIN number.

Click Submit File(s).

The screenshot shows the 'SDWIS/LabToState' interface. The top navigation bar includes 'Home/Job Listing', 'View Report', 'EDWR XML Download View', 'Configuration', 'Log Files', 'Logoff', and 'Help'. The main content area is titled 'Job Detail' and contains the following information: Job ID : 10, FileName : 6F29032 DRAFT SDWIS CA 27 Sep 16 1819.csv (with a Download link), Laboratory : APPLIED P & CH LABORATORY (SO.CAL), Certified : Y, XML Sampling Submission Information : edwr-2017-06-06-09-14-54-APPLIED P & CH LABORATORY (SO.CAL.)-gpenales2-2150465805359793498.xml, and a Certification Statement link. Below this is a text box with the text 'IMPORTANT-READ CAREFULLY: I certify that the uploaded data is an accurate representation of the data submitted.' At the bottom of the page, there is a checkbox labeled 'I Agree', a text input field labeled 'Enter PIN Number', and a button labeled 'Submit File(s)'. Red boxes highlight the checkbox, the PIN input field, and the 'Submit File(s)' button. Three callout boxes point to these elements with the instructions: 'Click the check box.', 'Type your PIN number.', and 'Click Submit File(s)'.