

WebEDR Laboratory Quick Reference Guide

The Web Electronic Data Review (WebEDR) is a Web-based system that performs automated data processing on laboratory-submitted Electronic Data Deliverables (EDDs). This system enables users to perform technical audits on data, as well as measure and analyze Environmental Response Laboratory Network (ERLNLN) and other data deliverables against Measurement Quality Objectives (MQOs). This laboratory guide covers the file upload, Self Inspection, and Final Submission processes. For further details on how to use this application, refer to the WebEDR Online Help, User Manual, or the training videos.

Registration/Account Management

In order to access WebEDR, users must register and be approved.

Register

- 1) Access URL: <http://webedr.fedcsc.com>
- 2) Click **Sign Up Now!**
- 3) Review the Terms and Conditions and click **Yes, I accept the Terms and Conditions**, and complete the registration form.
- 4) Submit your request.
- 5) You will receive an e-mail when your account is approved.

Log-in

- 1) Access URL: <http://webedr.fedcsc.com>
- 2) Enter your username and password (case sensitive).
- 3) Click **Sign In**.

Edit Account Information

- 1) Once you are logged in, select the **My Account** tab located at the top of the screen.
- 2) Review your account information and make the necessary changes.
- 3) Ensure you save all the edits to your account profile.

File Upload Wizard

The file upload process in WebEDR enables Laboratory Users to upload their EDDs and perform preliminary checks on the data (Self Inspection). Once the data has been corrected, Laboratory Users can submit the data to EPA for review (Final Submission).

Perform Self Inspection

- 1) On the Laboratory Workspace, select the **Upload New File** button.
- 2) Select the file and its submission type. Click **Next**.
- 3) Complete the project information page. Click **Next**.
- 4) Complete the method mapping information by selecting a WebEDR method and matrix. Click **Next**.
- 5) Select **Self Inspection** as the Submission Type. Click **Finish**.
- 6) Review the Self Inspection Summary page.
- 7) To review the laboratory data uploaded to WebEDR, click **Review Lab Data**.
 - a) Each sample and substance from the uploaded files is displayed on this screen. If any errors are found, edit the EDD, and re-load it to WebEDR.
- 8) Return to the Self Inspection Summary page.
- 9) To review the individual Self Inspection tests, click on the **Test Name**.

- a) The **Required Data Groups** test ensures all the required data groups are reported in the EDD. If errors are found, edit the EDD, and re-load it to WebEDR.
 - b) The **Required Fields** test ensures that a value is reported for each required field. If errors are found, correct the data by completing this screen. Ensure the edits are saved.
 - c) The **Data Format** test ensures that each date in the EDD is reported in the correct date format (YYYY-MM-DD hh:mm:ss). If errors are found, correct the reported dates by using the date convertor.
 - d) The **Characteristic** test ensures that all reported characteristics have a reported value. If errors are found, edit the EDD and re-load it to WebEDR.
 - e) The **Valid Values** test ensures that each field in the EDD uses an acceptable value (e.g., 'Target', not 'TRG'). If errors are found, correct the data by completing this screen. Ensure the edits are saved.
 - f) The **Units** test ensures that the correct unit codes are reported in the EDD. If errors are found, edit the EDD and re-load it to WebEDR.
 - g) The **Method Required Data** test ensures that the data required by the Method MQO are present in the EDD. If errors are found, edit the EDD, and re-load it to WebEDR.
 - h) The **Targets** test ensures that the EDD contains all the target substance required by the Method MQO. If errors are found, edit the EDD, and re-load it to WebEDR.
 - i) The **Lab QC Sample Mapping** test enables the user to associate the field samples to the appropriate laboratory Quality Control (QC) sample (e.g., associate a field sample is to a specific duplicate sample for the Duplicate RPD test). Users must complete the sample mapping because these data are used in the data processing.
- 10) To download the Self Inspection results, click the **Download Self Inspection** Portable Document Format (PDF) button.
 - 11) Make the necessary corrections, and perform additional Self Inspections until you are satisfied with the content of your data.

Submit Final Documents

- 1) Laboratory users who have performed a Self Inspection(s) on their EDD may submit their data to EPA for review (Final Submission).
- 2) Complete the Self Inspection process and make the necessary edits to the EDD.
- 3) When the EDD is ready to submit it to EPA, select **Final Submission** as the Submission type.
- 4) Read the Certification Agreement, enter comments, and click **Finish**. (Note: EDDs only can be submitted as a Final Submission once.)
- 5) Print the certification receipt.
- 6) The customer of the project will receive an automated e-mail from WebEDR.

Laboratory Users Features

Upload Files/Pending Submissions

The Uploaded Files/Pending Submissions table holds all EDDs that have been uploaded and are pending submission to the EPA.

- 1) Review the **Pending Submissions** table on the Laboratory Workspace.
- 2) To delete EDDs, click the **Remove** icon.
- 3) If the EDD has been edited through the Self Inspection process, users can download a new version of the file by selecting the **Download Updated File** icon.
- 4) To continue with the EDD submission process, select a hyperlinked **Deliverable Name** from the table.
- 5) You will be navigated to the **File Upload Wizard**, where you can continue the upload process.

Review Submitted Files

The Submitted Files table lists a user's EDDs that have been submitted for EPA review.

- 1) Review the **Submitted Files** table on the Laboratory Workspace.
- 2) To view the results summary, click on the **View Summary Report** icon.

Upload Supporting Documentation

Laboratory Users have the ability to attach supplemental documentation, which will become a part of their submission package. For example, items that can be uploaded are the Data Reporting PDF, images, etc.

- 1) Select the **Upload Supporting Documentation** icon.
- 2) From the upload page, browse and select the file.
- 3) Provide a name for the file and indicate whether it is the Data Reporting PDF.
- 4) Click **Save**.
- 5) Data Reviewers will be able to access these attachments when they review the EDD.

WebEDR Method MQO Library

View Method MQO

The Method Library is a core component of WebEDR. It consists of all the Method MQOs (method and matrix combinations) in WebEDR.

- 1) To view a Method MQO, select the **View/Modify Method MQO** link from the Laboratory Workspace.
- 2) Select **Method MQO Type**. Standard Method MQOs are the original WebEDR Method MQOs, and User-defined Method MQOs were created by a user.
- 3) From the Method MQO Selector Tool, select the method and matrix.
- 4) Review the Method MQO information and its Test MQO information.

- 5) To download the Method MQO information in a pdf file, click the **Download Method MQO Profile** link.
- 6) To e-mail a User-defined Method MQO to another user, select the **Send Method MQO** link. After completing this step, the selected user will have access to this Method MQO.

Modify Method MQO

Laboratory Users have the ability to customize a standard Method MQO.

- 1) To modify a Method MQO, select **Edit Method MQO** link from the View/Modify Method MQO page.
- 2) When modifying a standard Method MQO, enter a **Short Name** and any comments. Click **Save**.
- 3) Use the modification options to customize the Method MQO.
 - a) To add/activate/deactivate tests to the Method MQO, click the **Add/Remove Tests** link.
 - b) To modify the limit values and substance list for a test, click the **Edit Limit Values** link.
 - c) To modify the substance list associated to a Method MQO, click the **Edit Substance List** link.
 - d) To modify the instrument information, click the **Modify Instrument information** link.
 - e) To change result qualifiers, click the **Modify Result Qualifiers** link.
 - f) To upload supplemental documentation, click the **Upload Supporting Documentation** link.
- 4) Click **Save** to save as a draft, or click **Publish** to make the Method MQO available for your use.

Add New Method

Laboratory Users can create new User-defined Method MQOs to the WebEDR Library by using **Add New Method**.

- 1) To create new Method MQOs, click the **Add New Method** link from the View/Modify Method page.
- 2) Enter a unique **Method Identifier** and **Method Name**.
- 3) Establish the method's substance list. Click **Next**.
- 4) Establish the matrices and define a Short Name. Click **Finish**.
- 5) Return to the Method MQO Selector Tool.
- 6) Select the Method MQO Short Name.
- 7) Continue with modification options.
- 8) Click **Save** to save as a draft, or click **Publish** to make the Method MQO available for your use.

Hints and Tips

- Training videos and online help can be accessed from any screen.
- Filters, helpful hints, rollover definitions, and sorting features are available throughout the application.
- Passwords must be a minimum of eight characters and contain at least one alpha character, one special character, and one number.
- There is no limit to the number of Self Inspections that can be performed on an EDD, but there can only be one Final Submission per EDD.