NSW Drinking Water Database
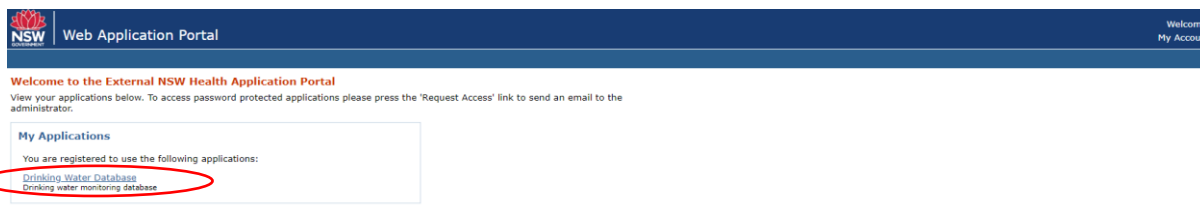**Quick Reference Guide V5-2**

Quick Reference Guide

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This is a summarised guide of the NSW Drinking Water Database.

More information is available in the User Manual from the Water Unit Drinking Water Database page:
https://www.health.nsw.gov.au/environment/water/Documents/nsw-health-dwdb-user-manu.pdf.

A. Logging in the Database

1.   Go to the NSW Drinking Water Database website: https://www.webapp.health.nsw.gov.au/.
2.   Log-in using your username and password supplied by NSW Health Water Unit.
3.   Click on the '**Drinking Water Database**' link.

B. Creating a new Sample Site at a Town

1. Click '**System Maintenance**' on the menu header, and then click '**Locality Hierarchy**'.
2. Click the drop-down arrow under the '**Level**' field.
3. Select '**Sample Site**'.
4. Click '**Create new**' in the lower box.
5. Click the drop-down arrow next to the '**Town**' field and select the town you wish to create a new sample site for.
6. Create a three-digit '**Sample Site Code**' and type this in the empty field. This number must be a number that has not been used in the supply system before.
7. Provide a short and unique title in the '**Site Location**' field. The title can be the address of the sampling site.
8. If relevant, provide a '**Description**' of the exact sampling location within the site. Examples of a description could be "the bubbler outside the administration office", or "tap in kitchen".
9. If the sample site is a critical control point (CCP), tick the '**Is CCP**' box. If it is not CCP-related, leave the box blank.
10. Click '**Save**'.
11. Click the '**Add / Remove**' button under '**Characteristics**'.
12. Select '**Free Chlorine**', '**pH**', '**Temperature**', '**Total Chlorine**' and '**Turbidity**' from the list.
13. Click '**Save Selections**' once completed.
14. Click '**Save**' once again to finalise the sample site

Example of a completed Town sample site

Sample Site Details

Town	Albury	OR
Treatment Plant	Select...	OR
Source	Select...	AND
Treatment Plant	Select...	

Sample Site code: 789

Town - Sample site code must be three numerals
Treatment Plant - Sample site code must be three characters, including one letter
Source - Sample site code must be three characters, including one letter. Make sure you also click on the relevant Treatment Plant supplied from this source

Site Location: 123 Albury Street, Albury

Description: Kitchen tap

Is CCP: ☐

Supply System(s)

Supply System
1 - Albury AB01

Characteristics

These characteristics are for operational monitoring. Please only add characteristics that you monitor in addition to those included in the NSW Drinking Water Monitoring Program.

Add / Remove

Characteristic
Free Chlorine
pH
Temperature
Total Chlorine
Turbidity

Comments

No comments

Add Comment

Created Date:	24/10/2024 10:24 AM	Created By:	dwdbtest9@doh.health.gov.au
Last Modified Date:	24/10/2024 10:24 AM	Last Modified By:	dwdbtest9@doh.health.gov.au

Save

C. Creating a new Sample Site at a Treatment Plant or at a Source

1. Click '**System Maintenance**' on the menu header, and then click '**Locality Hierarchy**'.
2. Click the drop-down arrow under the '**Level**' field.
3. Select '**Sample Site**'.
4. Click '**Create new**' in the lower box.
5. Choose either:
   a. '**Treatment Plant**', or
   b. '**Source**' AND '**Treatment Plant**'.
6. Create a sample site code with 1 letter and 2 numerical digits, and type this in next to the '**Sample Site Code**' empty field. This number must be a number that has not been used in the supply system before.
7. Provide a short and unique title in the '**Site Location**' field. The title can be the name of the source water or the treatment plant where the sampling will be taking place.
8. If relevant, provide a '**Description**' of the exact sampling location within the site. Examples of a description could be "chlorine sampling point", "drinking water tap at the treatment plant", or "treated water".
9. If the sample site is a critical control point (CCP), tick the '**Is CCP**' box. If it is not CCP-related, leave the box blank.
10. Click '**Save**'.
11. Select relevant '**Characteristics**' to the sample site by clicking the '**Add / Remove**' button. E-mail the Water Unit at **HSSG-WaterQual@health.nsw.gov.au** if you can't find a specific characteristic.
12. Click '**Save Selections**' once completed.
13. Click '**Save**' once again to finalise the sample site.

Example of a completed Treatment Plant sample site

D. Viewing, adding or removing Characteristics to an existing Sample Site
! **Note: If you can't find specific characteristics, e-mail the Water Unit at HSSG-WaterQual@health.nsw.gov.au.**

1. Click '**System Maintenance**' on the menu header, and then click '**Locality Hierarchy**'.
2. Click the drop-down arrow under the '**Level**' field.
3. Select '**Sample Site**' and click '**Show**'.
4. Select the sample site from the list.
5. Click the '**Add / Remove**' button under '**Characteristics**'
6. To add characteristics, choose the characteristics from the left box and click the '**Add >>**' button.
7. To remove characteristics, choose the characteristics from the right box and click the '**<< Remove**' button.
8. Click '**Save Selections**' once completed.
9. Click '**Save**' once again to finalise the sample site.

E. Running a Results Report Quick
Summary Report for Analysis Types

For Drinking Water Monitoring Program.

1. Click '**Reports**' on the menu header, and then click '**Results Report Quick'**.
2. Click '**Results Summary Report**' next to the '**Report Type**'.
3. Select relevant information under '**Program**', '**Water Utility**', '**Supply System**', and '**Town**'.
4. Choose the Analysis Types (Microbiological, Chemistry or Fluoride) you want the results for.
5. Choose a '**Collected**' date range or '**Select a period**'.
6. Click '**Generate Report**'.
7. Results can be exported as a file by clicking the floppy disk icon.

Summary Report for Project Program

For Projects such as pesticide, disinfection-by products, chemistry, radiological, and toxin.

1. Click '**Reports**' on the menu header, and then click '**Results Report Quick**'.
2. Click '**Results Summary Report**' next to the '**Report Type**'.
3. Click the drop-down arrow next to '**Program**' and choose '**Project Program**'.
4. Select relevant information under '**Water Utility**', '**Supply System**', and '**Town**'.
5. Choose the Analysis Types (i.e., project type) you want the results for.
6. Choose a '**Collected**' date range or '**Select a period**'.
7. Click '**Generate Report**'.
8. Results can be exported as a file by clicking the floppy disk icon.

Detailed Report

1. To run a Detailed Report for a particular characteristic, choose '**Results Detailed Report**' next to '**Report Type**'.
2. Select relevant information under '**Program**', '**Water Utility**', '**Supply System**', '**Town**', and '**Analysis Types**'.
3. Choose a '**Collected**' date range or '**Select a period**'.
4. Click '**Generate Report**'.
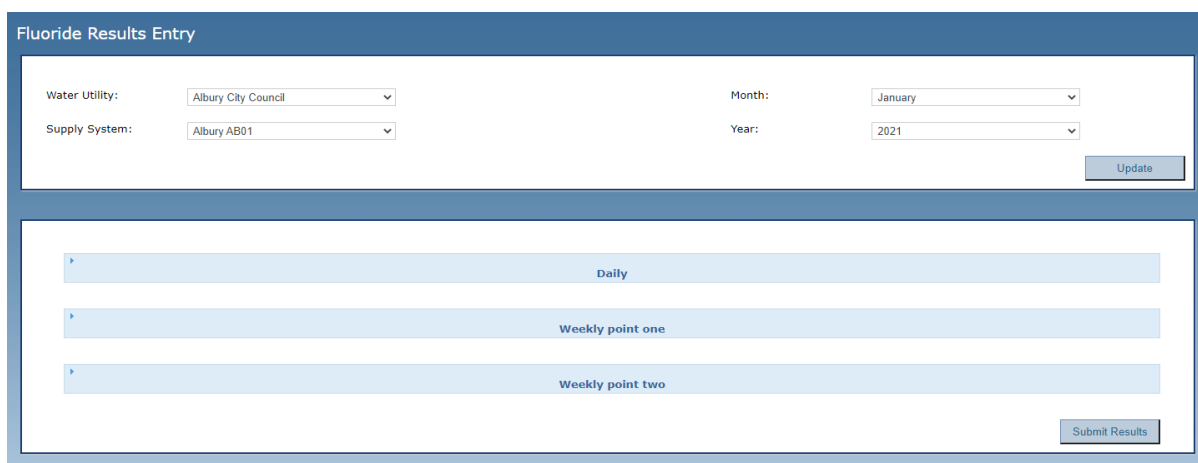5. Results can be exported as a file by clicking the floppy disk icon.

F. Entering results in the database

! Note: Before entering results, please check that the correct characteristics have been added to the sample sites that you want to upload data for.
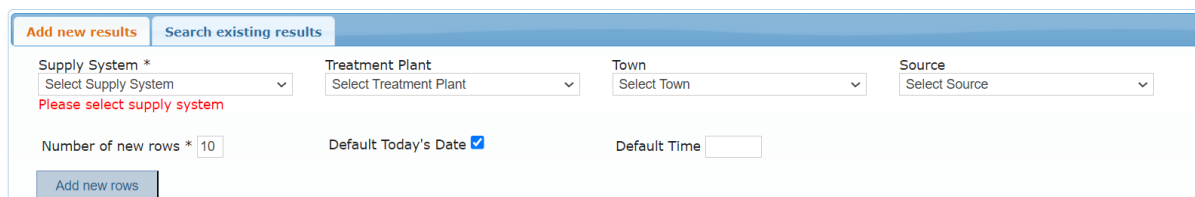
Fluoride results

1. Click '**Enter Sample Results**' on the menu header, and then click '**Fluoride Results Entry**'.
2. Select relevant information under '**Water Utility**', '**Supply System**', '**Month**' and '**Year**'.
3. Click the '**Update**' button.
4. Click the word '**Daily**' to show a calendar of the month chosen. Enter each day's result and/or make a comment using the '**Comment**' buttons provided.
5. Click the word '**Weekly point one**' and '**Weekly point two**' for weekly testing. Enter each week's result and/or make a comment using the '**Comment**' buttons provided.
6. Click '**Submit Results**'.

! Note: If you sampled the water and the results came out as 0 mg/L, write '0' on the field. If the water was not sampled, leave field blank.

Manual upload of Operational Results

1. Click '**Enter Sample Results**' on the menu header, and then click '**Results Entry Operational**'.
2. Click the '**Add new results**' tab, and select relevant information under:
   a. '**Supply System**' only, or
   b. '**Supply System**' and '**Treatment Plant**', or
   c. '**Supply System**' and '**Town**', or
   d. '**Supply System**' and '**Source**'.

3. Enter '**Number of new rows**'.
4. If the collection date is not today, untick the '**Default Today's Date**' box. The '**Default Time**' is optional.
5. Click '**Add new rows**'.
6. Choose the '**Site code**' and enter '**Date collected**' and '**Time collected**' if these fields are blank.
7. To enter results, click the '**Enter**' link in the '**Results**' column.
8. Use the '**Comments**' cell on the right of the screen if there is extra information to record.
9. To add more rows, click '**Add new row**' button at the bottom of the right-hand side. This can be done only when all existing rows have been filled out.
10. Click '**Submit Results**' button once finished.
11. Check if your results have been successfully uploaded by looking at the '**Results Entry Operational**' tab or by running a results report.

CSV file upload of operational results

1. Click 'derEnter Sample Results' on the menu header, and then click '**Upload Operational Results**'.
2. Download relevant CSV template by clicking the link under '**Download Excel CSV templates for your supply system**' in the middle section of the page. Fill in this template with the results and save the file. Other templates and file types (such as .xlsx) cannot be accepted.
3. Choose '**Select a supply system**'.
4. Click '**Choose File**' and choose the template file with the results entered in.
   a. **!** **Note: If the results are from the town, tick 'This is a town upload file'**.
5. Click '**Upload**' to upload the CSV.
6. Check your email address linked to this account to see if the upload is successful.
7. Check if your results have been successfully uploaded by looking at the '**Results Entry Operational**' tab or by running a results report.

Searching for the existing results

1. Click '**Enter Sample Results**' on the menu header, and then click '**Search existing results**'.
2. Click the '**Add new results**' tab, and select relevant information under:
   a. '**Supply System**' only, or
   b. '**Supply System**' and '**Treatment Plant**', or
   c. '**Supply System**' and '**Town**', or
   d. '**Supply System**' and '**Source**'.
3. Choose the '**Date collected**' and '**Time collected**'.
4. Click '**Search**' button.

G. Entering Barcoded results – for Laboratory Users only

Manual upload of barcoded results

1. Click '**Enter Sample Results**' on the menu header, and then click '**Results Entry Barcode**'.
2. Select relevant information under '**Program**', '**Water Utility**', '**Supply System**', '**Analysis Types**', and the '**Collected Date**' range. You do not need to enter anything in the 'Barcode' field.
3. Click the '**Update**' button. The barcodes will be made available in a new panel below.

4. To enter results, click the '**Enter**' link in the '**Results**' column.
5. To enter another barcode, click the '**Add New**' button which will add a new row to the table.
6. Click '**Submit Results**' button once finished.

CSV file upload of barcoded results

1. Click '**Enter Sample Results**' on the menu header, and then click '**Upload Barcode Results**'.
2. Click the '**Download *.CSV Template**' link to download the template that will have the information and format required by the database. Fill in this template with the results and save the file. Other templates and file types (such as .xlsx) cannot be accepted.
3. Choose '**Select Analysis Type**'.
4. Click '**Choose File**' and choose the template file with the results entered in.
5. Click '**Upload**' to upload the CSV.

! **Note:** More information is available in the User Manual from the Water Unit Drinking Water Database page: https://www.health.nsw.gov.au/environment/water/Documents/nsw-health-dwdb-user-manu.pdf.

H. Common Error Messages

For security purposes, your session in DWDB will time-out after 30 minutes of inactivity. This means you will be automatically logged out if you have not used the system in the last 30 minutes. The screen will display the message 'Access Denied. You are not authorised to access this resource'

Simply click 'Log On' at the top left corner to return to the login page and log back into the system.

Need further help with DWDB?

Contact your local Public Health Unit or the NSW Health Water Unit:
Email: HSSG-WaterQual@health.nsw.gov.au
Website: https://www.health.nsw.gov.au/environment/water/Pages/drinking-water-database.aspx
Full manual: https://www.health.nsw.gov.au/environment/water/Documents/nsw-health-dwdb-user-manu.pdf
Water Unit number: (02) 9391 9939