

# MNDWIS Lab to State

## User Manual

Version 12/16/2014



Drinking Water Protection Section  
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[www.health.state.mn.us](http://www.health.state.mn.us)

**<https://www.health.state.mn.us/divs/eh/mndwislts/index.cfm>**

For more information, contact the  
**Drinking Water Protection Section**  
at **(651) 201-4700**.

**If you require this document in another format,  
such as large print, Braille, or cassette tape, call:**  
**(651) 201-4700 ♦ 1-800-818-9318**

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# Login

Navigate to the site: <https://www.health.state.mn.us/divs/eh/mndwis/ts/index.cfm>

**Environmental Health**

- EH Division Home
- EH Division Topic Index
- EH Emerging Issues
- EH Division Contacts

## MNDWIS Lab to State Login

Welcome to the Minnesota Department of Health, MNDWIS Lab to State application. **This application is for those labs authorized to upload data electronically.**

Username

Password

Forgot password? [Get new password](#)

Labs may:

- ▶ Upload Lab Data Files
- ▶ Review, Retract, or Submit Uploaded Data
- ▶ Edit and Review Profile

[User Manual](#)

If you wish to use this site, contact the Minnesota Department of Health, Drinking Water Protection Section, to register at [health.mndwis@state.mn.us](mailto:health.mndwis@state.mn.us) or 651-201-4700.

Contact information

Enter username and password. If either is incorrect you will see a message above the login box. If there is any other type of error running the login script, you will also see a message here but it will look like: **Error Code 0001. Call or e-mail [health.mndwis@state.mn.us](mailto:health.mndwis@state.mn.us).**

**The username or password is invalid.**

Username


Password

Forgot password? [Get new password](#)

If the login is successful, the Menu Options page will appear.

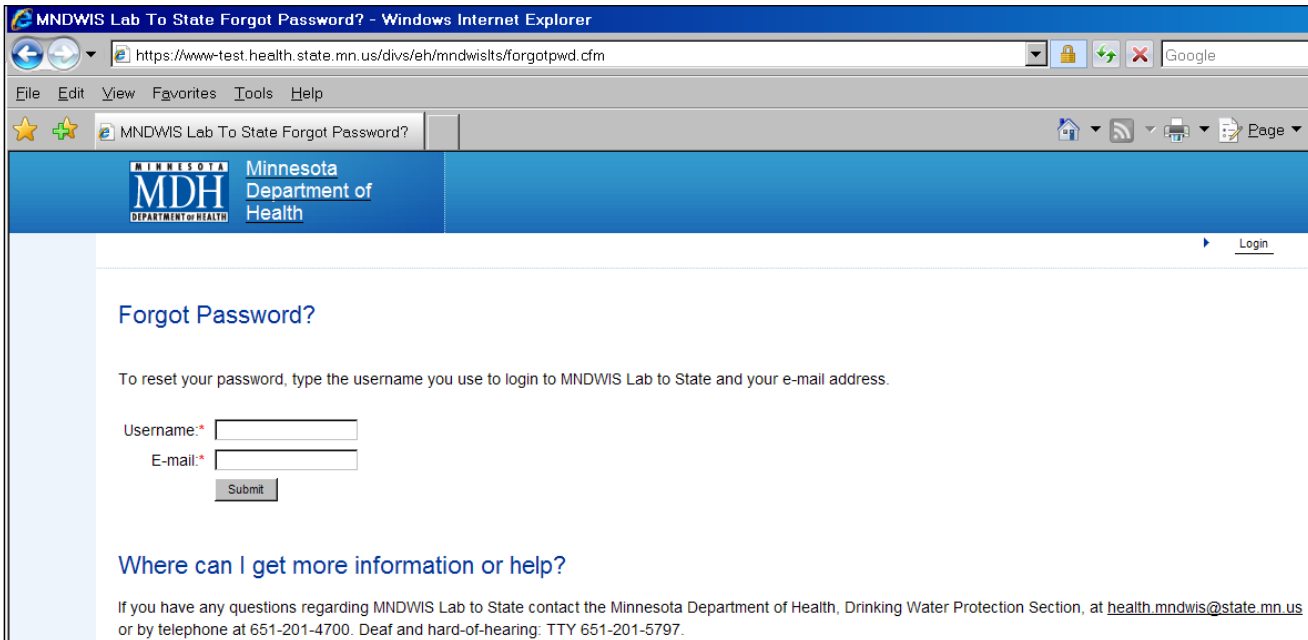
### Forgot Password

If you have forgotten your password, you may get a new one on your own.



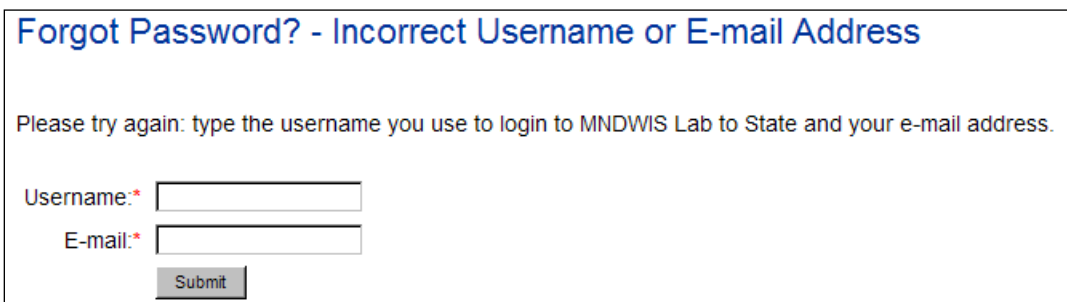
A screenshot of a web form for forgetting a password. It contains two input fields: 'Username' and 'Password', followed by a 'Submit' button. Below the form is a link that says 'Forgot password? [Get new password](#)'. A callout box with the text 'Click here' has an arrow pointing to the 'Get new password' link.

Enter username and e-mail address.



A screenshot of a web browser showing the 'Forgot Password?' page. The browser's address bar shows the URL 'https://www-test.health.state.mn.us/divs/eh/mndwislts/forgotpwd.cfm'. The page header includes the Minnesota Department of Health (MDH) logo. The main content area has the heading 'Forgot Password?' and the instruction: 'To reset your password, type the username you use to login to MNDWIS Lab to State and your e-mail address.' Below this are two input fields labeled 'Username:\*' and 'E-mail:\*', with a 'Submit' button. At the bottom, there is a section titled 'Where can I get more information or help?' with contact information for the Minnesota Department of Health, Drinking Water Protection Section.

Error message if either or both username and e-mail address is incorrect.



A screenshot of an error message page titled 'Forgot Password? - Incorrect Username or E-mail Address'. The message reads: 'Please try again: type the username you use to login to MNDWIS Lab to State and your e-mail address.' Below the message are two input fields labeled 'Username:\*' and 'E-mail:\*', with a 'Submit' button.

If the username and e-mail address are correct, the user will be asked to answer their challenge question.

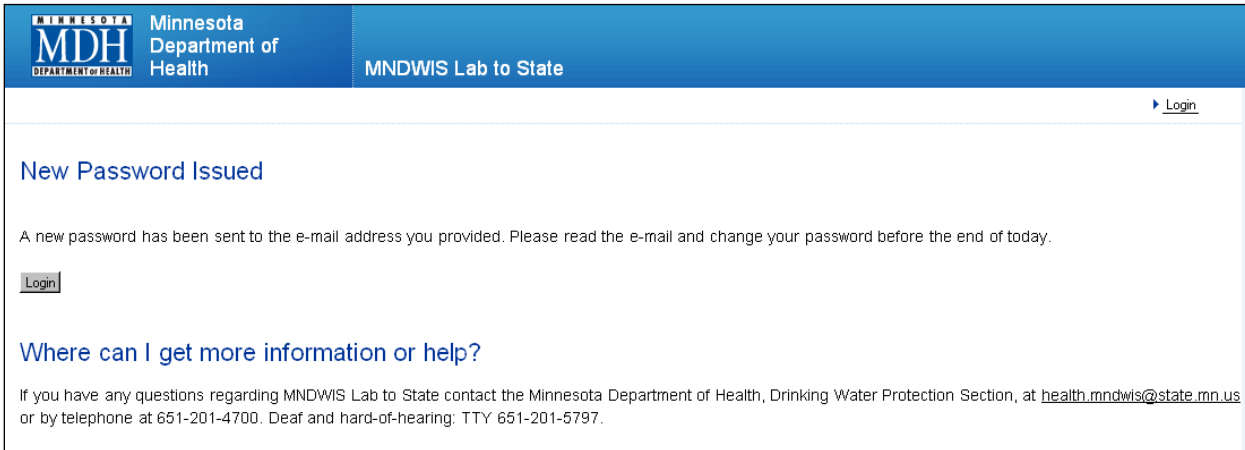
The challenge question answer may be the one initially sent to them in their registration e-mail, or it may be one the user chose after updating their profile.

The screenshot shows the top navigation bar with the Minnesota Department of Health (MDH) logo and the text "Minnesota Department of Health" on the left, and "MNDWIS Lab to State" on the right. A "Login" link is in the top right corner. The main content area is titled "Challenge Question" and contains the text "What was the name of your first pet?" followed by a text input field and a "Submit" button. Below this is a link "Where can I get more information or help?" and a paragraph of contact information: "If you have any questions regarding MNDWIS Lab to State contact the Minnesota Department of Health, Drinking Water Protection Section, at [health.mndwis@state.mn.us](mailto:health.mndwis@state.mn.us) or by telephone at 651-201-4700. Deaf and hard-of-hearing: TTY 651-201-5797."

Error message if the challenge question is answered incorrectly.

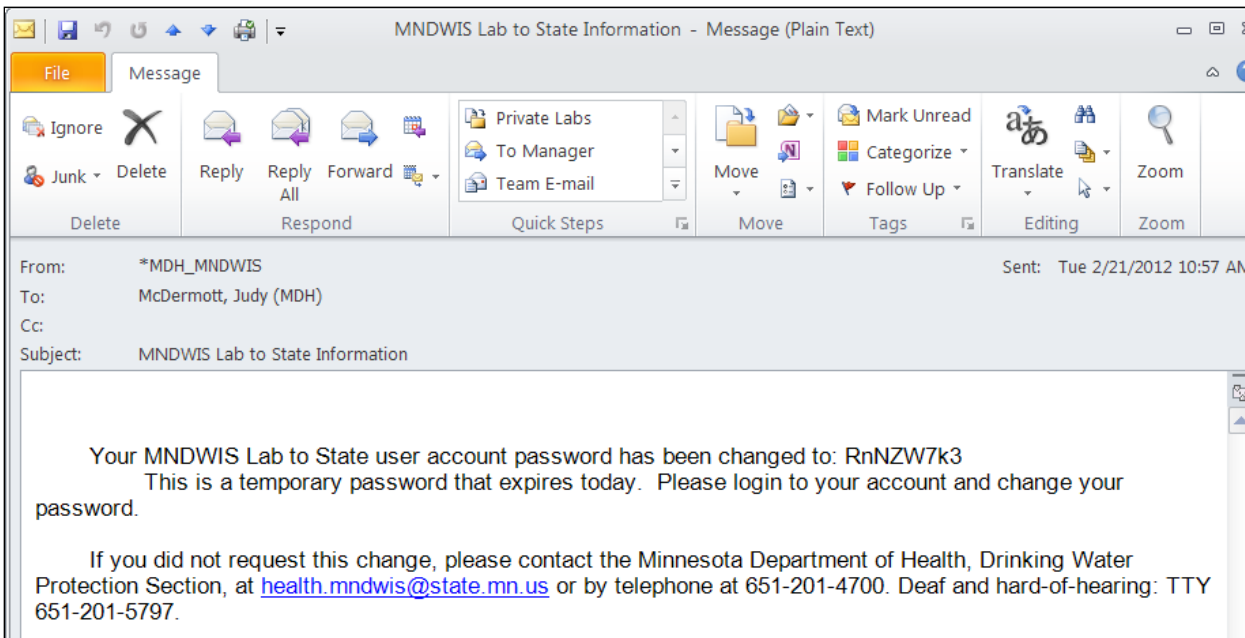
This screenshot is identical in layout to the previous one, but the title of the main content area is "Challenge Question - Incorrect Answer". The rest of the page, including the navigation bar, the challenge question text, the input field, the "Submit" button, the help link, and the contact information, remains the same.

Message if the challenge question was answered correctly.



The screenshot shows the top navigation bar of the MNDWIS Lab to State website. The header includes the Minnesota Department of Health logo and the text 'Minnesota Department of Health' and 'MNDWIS Lab to State'. A 'Login' link is visible in the top right corner. The main content area features a blue heading 'New Password Issued' followed by a message: 'A new password has been sent to the e-mail address you provided. Please read the e-mail and change your password before the end of today.' Below this is a 'Login' button and a link 'Where can I get more information or help?'. At the bottom, contact information for the Minnesota Department of Health, Drinking Water Protection Section is provided, including the email [health.mndwis@state.mn.us](mailto:health.mndwis@state.mn.us) and phone numbers 651-201-4700 and 651-201-5797.

An e-mail is sent automatically when the challenge question is answered correctly. It includes the newly generated password. The user then has until the end of the day to log in to the site, select User Account, and change their password. Passwords are good for one year.



The screenshot shows an email client window titled 'MNDWIS Lab to State Information - Message (Plain Text)'. The email header shows it was sent from '\*MDH\_MNDWIS' to 'McDermott, Judy (MDH)' on Tuesday, 2/21/2012 at 10:57 AM. The subject is 'MNDWIS Lab to State Information'. The body of the email contains the following text: 'Your MNDWIS Lab to State user account password has been changed to: RnNZW7k3. This is a temporary password that expires today. Please login to your account and change your password. If you did not request this change, please contact the Minnesota Department of Health, Drinking Water Protection Section, at [health.mndwis@state.mn.us](mailto:health.mndwis@state.mn.us) or by telephone at 651-201-4700. Deaf and hard-of-hearing: TTY 651-201-5797.'

# Menu Options

Once logged in, this displays on every page

The screenshot shows the top navigation bar with the Minnesota Department of Health (MDH) logo on the left and the text 'Minnesota Department of Health' and 'MNDWIS Lab to State Era Laboratories, Inc.--Duluth'. A 'Logout' link is in the top right. Below the bar, the page title is 'Menu Options'. There are three menu items: 'Upload and Submit Data File', 'Copy of Record List', and 'User Profile'. A section titled 'Where can I get more information or help?' follows, with contact information for the Minnesota Department of Health, Drinking Water Protection Section.

This screenshot is similar to the first one but includes a red notification message: 'Note: You have 1 file that has not been submitted. Please submit or retract it.' An arrow points from a text box on the right to this notification. The rest of the page content, including the navigation bar, menu options, and help section, is identical to the first screenshot.

Alert to show count of files ready to be submitted.

### Upload and Submit Data File

Click on the 'Browse' button.

Navigation options on each page.

Minnesota Department of Health  
MNDWIS Lab to State  
Pace Analytical Services, Inc--Minneapolis

Menu Logout

#### Upload Lab Data File

Acceptable File Formats are:

- ▶ ASCII compliant text file (comma separated, tab separated, or fixed width; file extension = '.txt')
- ▶ Comma Separated Value file (file extension = '.csv')

Select a File

Upload button is disabled until the correct type of file is selected from the directory.

[Where can I get more information or help?](#)

If you have any questions regarding MNDWIS Lab to State contact the Minnesota Department of Health, Drinking Water Protection Section, at [health.mndwis@state.mn.us](mailto:health.mndwis@state.mn.us) or by telephone at 651-201-4700. Deaf and hard-of-hearing: TTY 651-201-5797.

The file directory from your computer will display. Locate and highlight the file you wish to upload. Click the 'Open' button.

File Upload

Look in: Desktop

- My Recent Documents
- Desktop
- My Documents
- My Computer
- My Network

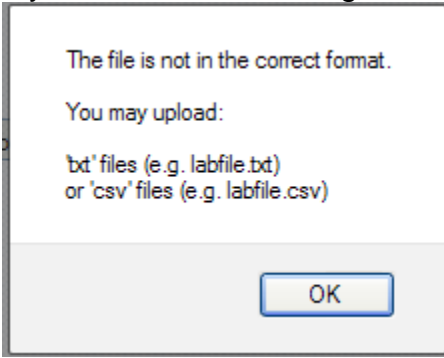
- My Documents
- My Computer
- My Network Places
- DYPMO Label
- Mozilla Firefox
- WinZip
- 2012-Jan-19\_files
- Apps
- Documents
- DWP Apps
- LIMS Testing
- MNDWIS Icons
- New Folder
- Old Apps
- Quizzes
- SDWIS Icons
- Software
- Test Systems
- Anita-Form-Template.doc
- blank\_test.txt
- Bob the Printer Old Settings.doc
- Health Potential Report.pdf
- Network Groups
- view once a day.jpg
- WI file\_def.xls

File name: blank\_test.txt

Files of type: All Files

Open Cancel

If you selected the wrong file, the following will appear.



Click the 'OK' button and once again click the 'Browse' button to select another file.

If you have selected the correct file and the 'Upload' button is enabled, click the 'Upload' button.

The screenshot shows the top navigation bar with the Minnesota Department of Health logo and "MNDWIS Lab to State" text. Below is a "Menu" and "Logout" link. The main content area is titled "Upload Lab Data File". It lists "Acceptable File Formats are:" followed by two bullet points: "ASCII compliant text file (comma separated, tab separated, or fixed width; file extension = '.txt')" and "Comma Separated Value file (file extension = '.csv')". Below this is a "Select a File" input field containing the path "C:\Documents and Settings\roblet1\Desktop\blank\_test.txt" and a "Browse..." button. An "Upload" button is positioned below the input field, with a black arrow pointing from a callout box to it. The callout box contains the text: "Upload button is now enabled because the correct type of file was selected: txt." Below the upload section is a heading "Where can I get more information or help?" and a paragraph of contact information for the Minnesota Department of Health, Drinking Water Protection Section.

If an error is encountered during the upload process, you will receive a message on the screen. Some messages may be self-explanatory, while others may ask you to contact the system administrator to determine what type of error needs correcting.



The screenshot displays the MNDWIS Lab to State web interface. At the top left is the Minnesota Department of Health (MDH) logo. The top right header area contains the text "MNDWIS Lab to State" and "You are logged in as: aachemlab For: A & A Chemical Laboratory, Inc.--La Crosse". In the top right corner of the page content, there are links for "Menu" and "Logout". The main heading is "Upload Lab Data File". Below this, a dark blue banner reads "Upload Error". The error message states: "Error 0002: No data was received in the uploaded file uploademptyfile.txt." A "Back" button is located below the error message. At the bottom, there is a section titled "Where can I get more information or help?" with contact information for the Minnesota Department of Health, Public Water Section Central Office, including an email address and phone numbers.

If there was an error during the file upload, you still may be able to view the contents of the file if the server was able to save it. Use the menu option 'Copy of Record List.'

If the file uploaded without error, the Copy of Record will display.

The screenshot displays the MNDWIS Lab to State interface. At the top left is the Minnesota Department of Health (MDH) logo. The header includes 'Minnesota Department of Health' and 'MNDWIS Lab to State Era Laboratories, Inc.--Duluth'. Navigation links for 'Copy of Record List', 'Menu', and 'Logout' are in the top right. The main heading is 'Copy of Record (Review, Submit, or Retract File)'. A notice states: 'Uploaded files marked for Submittal are processed at 10 a.m., 2 p.m., and 8:30 p.m. daily and cannot be retracted thereafter.' File details include: File Name: test110728.txt, File Row Count: 20, Current Status: Valid Data - You may submit or retract this file., Current Status TimeStamp: 02-27-2012 11:53:56, and Lab Name: Era Laboratories, Inc.--Duluth. A 'Transaction History' table shows two entries: 'Valid Data' and 'Uploaded', both on 02-27-2012 at 11:53:56, by user 'J MC'. Below this is a 'Data File List' section with a 'File Type' header. It lists 'Original File Uploaded' (underlined) and 'Validation File'. At the bottom right of the file list area are 'Submit' and 'Retract' buttons.

Status	Status Time Stamp	Username
Valid Data	02-27-2012 11:53:56	J MC
Uploaded	02-27-2012 11:53:56	J MC

**Data File List**

**File Type**

- Original File Uploaded
- Validation File

Submit Retract

Click on the underlined file name to open the file in its original format or processing files created in pdf format.

If buttons are displayed, they let you know what further options you have regarding this file.

The copy of record also displays the current status of the file, transaction history of the file, and a list of files that may be viewed.

The screenshot displays the MNDWIS Lab to State interface. At the top, the Minnesota Department of Health logo is on the left, and the text 'MNDWIS Lab to State Era Laboratories, Inc.--Duluth' is on the right. A navigation bar contains links for 'Copy of Record List', 'Menu', and 'Logout'. The main content area is titled 'Copy of Record (Review, Submit, or Retract File)'. Below this title, a red warning message states: 'Uploaded files marked for Submittal are processed at 10 a.m., 2 p.m., and 8:30 p.m. daily and cannot be retracted thereafter.' File details include 'File Name: test110728.bt' and 'File Row Count: 20'. The 'Current Status' is 'Valid Data - You may submit or retract this file.' in red text, with a timestamp of '02-27-2012 11:53:56'. The lab name is 'Era Laboratories, Inc.--Duluth'. A 'Transaction History' table shows two entries: 'Valid Data' and 'Uploaded', both from 'J MC' on '02-27-2012 11:53:56'. Below the table is a 'Data File List' section with 'Original File Uploaded' and 'Validation File' links. At the bottom, there are 'Submit' and 'Retract' buttons. Three callout boxes provide context: 'Current Status' points to the status text, 'Instructions for the current status are displayed in red, if any.' points to the red warning message, and 'Updated Transaction History' points to the transaction table.

Minnesota Department of Health

MNDWIS Lab to State  
Era Laboratories, Inc.--Duluth

Copy of Record List Menu Logout

Copy of Record (Review, Submit, or Retract File)

Uploaded files marked for Submittal are processed at 10 a.m., 2 p.m., and 8:30 p.m. daily and cannot be retracted thereafter.

File Name: test110728.bt  
File Row Count: 20  
**Current Status: Valid Data - You may submit or retract this file.**  
Current Status TimeStamp: 02-27-2012 11:53:56  
Lab Name: Era Laboratories, Inc.--Duluth

**Transaction History**

Status	Status Time Stamp	Username
Valid Data	02-27-2012 11:53:56	J MC
Uploaded	02-27-2012 11:53:56	J MC

**Data File List**

File Type

[Original File Uploaded](#)

[Validation File](#)

Submit Retract

The 'Original File Uploaded' is the file in its original format. The 'Validation File' is in a 'human readable' format and also includes comments regarding data errors, if any.

The screenshot shows the MNDWIS Lab to State web interface. At the top, there is a blue header with the Minnesota Department of Health logo on the left and the text 'MNDWIS Lab to State Era Laboratories, Inc.--Duluth' on the right. Below the header, there are navigation links: 'Copy of Record List', 'Menu', and 'Logout'. The main content area is titled 'Copy of Record (Review, Submit, or Retract File)'. Below this title, there is a red warning message: 'Uploaded files marked for Submittal are processed at 10 a.m., 2 p.m., and 8:30 p.m. daily and cannot be retracted thereafter.' The file details are: File Name: eratest110728.bt, File Row Count: 21, Current Status: Invalid Data - Review the Validation File or Error Summary File, correct your original file and re-upload. Current Status TimeStamp: 02-22-2012 08:42:20, Lab Name: Era Laboratories, Inc.--Duluth. Below the file details is a 'Transaction History' table with columns for Status, Status Time Stamp, and Username. The table shows two transactions: 'Invalid Data' at 02-22-2012 08:42:20 by user J MC, and 'Uploaded' at 02-22-2012 08:42:19 by user J MC. Below the table is a horizontal scrollbar. At the bottom, there is a 'Data File List' section with links for 'Original File Uploaded', 'Validation File', and 'Error Summary File'.

If the file is invalid you must correct the file and re-upload. To see the errors click on either the Validation File or the Error Summary File.

Preservation Date: 2012-02-07 00:00:00  
 Field Ph:  
 Row Number: 21  
 PWSID:  
 Facility:  
 Collected By:  
 Site ID:  
 Sample ID: **Required Data - not given.**  
 Collection Date:  
 Received Date: **Required Data - not given.**  
 Sample Point:

If you click on the Validation File you will see the whole file with the errors displayed in red.

```
MNDWIS Lab to Status Error Summary for Era Laboratories, Inc.--Duluth
File Name eratest110728.txt
22-Feb-2012
Row 21 Column: Sample ID - Required Data - not given.
Row 21 Column: Received Date - Required Data - not given.
Row 21 Column: Analyte - Required Data - not given.
Row 21 Column: SDWA Method ID - Required Data - not given.
Row 21 Column: Result and RCODE columns - Required Data - not given. A result must be given or one of the RCODE columns must be given.
Row 21 Column: Units - Required Data - not given.
Row 21 Column: Lab Cert No. - Required Data - not given.
```

If you click on the Error Summary Report you will see just the rows where there were errors.

If the file is valid, the 'Submit' button will be displayed. You may submit the file now or later or you may navigate off of this page.

If you wish to submit the file now, click the 'Submit' button. Submitting the file marks the file for transfer into our data system.

After you have submitted the file, the 'Current Status' will change to 'Submitted.'

The screenshot shows the MNDWIS Lab to State web application interface. At the top, there is a blue header with the Minnesota Department of Health logo and the text 'MNDWIS Lab to State Pace Analytical Services, Inc--Minneapolis'. Below the header, there are navigation links: 'Copy of Record List', 'Menu', and 'Logout'. The main content area is titled 'Copy of Record (Review, Submit, or Retract File)'. Below this title, there is a red warning message: 'Uploaded files marked for Submittal are processed at 10 a.m., 2 p.m., and 8:30 p.m. daily and cannot be retracted thereafter.' Below the warning, there is a section for file details: 'File Name: 10184757\_MDH.txt', 'File Row Count: 1', 'Current Status: Submitted - You may retract this file.', 'Current Status TimeStamp: 03-15-2012 08:21:17', and 'Lab Name: Pace Analytical Services, Inc--Minneapolis'. Below the file details, there is a 'Transaction History' table with the following data:

Status	Status Time Stamp	Username
Submitted	03-15-2012 08:21:17	LAB GUY
Valid Data	03-15-2012 08:20:57	LAB GUY
Uploaded	03-15-2012 08:20:57	LAB GUY

Below the transaction history, there is a 'Data File List' section with two links: 'Original File Uploaded' and 'Validation File'. Annotations on the screenshot include a box labeled 'Current Status' with an arrow pointing to the 'Current Status' text, and a box labeled 'Updated Transaction History' with an arrow pointing to the 'Valid Data' row in the transaction history table.

If after submitting the file, you wish, for whatever reason, to retract the file, click the 'Retract' button. This will mark the file so it is not transferred to our data system.

After you have retracted the file, the 'Current Status' will change to 'Retracted.'

The screenshot displays the MNDWIS Lab to State web application interface. At the top, there is a blue header with the Minnesota Department of Health (MDH) logo and the text 'Minnesota Department of Health' and 'MNDWIS Lab to State Era Laboratories, Inc.--Duluth'. Navigation links for 'Copy of Record List', 'Menu', and 'Logout' are visible in the top right.

The main content area is titled 'Copy of Record (Review, Submit, or Retract File)'. Below this title, a red message states: 'Added files marked for Submittal are processed at 10 a.m., 2 p.m., and 8:30 p.m. daily and cannot be retracted thereafter.' Below the message, the following information is displayed:

- File Name: test110728.txt
- File Row Count: 20
- Current Status: Retracted**
- Current Status TimeStamp: 02-27-2012 11:49:10
- Lab Name: Era Laboratories, Inc.--Duluth

A callout box labeled 'Current Status' points to the 'Current Status: Retracted' text.

Below the status information is a section titled 'Transaction History' containing a table with the following data:

Status	Status Time Stamp	Username
Retracted	02-27-2012 11:49:10	J MC
Valid Data	02-27-2012 11:37:05	J MC
Uploaded	02-27-2012 11:37:04	J MC

A callout box labeled 'Updated Transaction History' points to the 'Retracted' row in the table.

Below the transaction history is a section titled 'Data File List' with two sub-sections: 'Original File Uploaded' and 'Validation File'. At the bottom of the page, there is a link: 'Where can I get more information or help?'.

Files submitted are transferred and processed into our data system at 10 a.m., 2 p.m., and 8:30 p.m. daily. Once files are processed, they can no longer be retracted on the website. If a file has been processed and should be retracted, please contact an administrator using one of the methods listed at the bottom of each page.

### Copy of Record List

A list of all files you have uploaded will display. The listing headers are sortable and Current Status may be filtered by type.

Sort column in ascending or descending order by clicking on the arrow.

Filter the Current Status column by clicking on the down arrow to the right of the column. Select the filter option. The filter option list is created dynamically and lists the types that are available within the list.

Minnesota Department of Health  
MNDWIS Lab to State  
Era Laboratories, Inc.-Duluth

Menu Logout

### Copy of Record List

Uploaded files marked for Submittal are processed at 10 a.m., 2 p.m., and 8:30 p.m. daily and cannot be retracted thereafter.

File Name	Current Status	Status Date	Username
<u>test110728.txt</u>	Valid Data - May be Submitted	02-27-2012 11:53:56	J MC
<u>test110728.txt</u>	Retracted	02-27-2012 11:49:10	J MC
<u>eratest110728.txt</u>	EH Data Transfer Successful	02-23-2012 10:15:03	J MC
<u>eratest110728.txt</u>	Invalid Data	02-22-2012 08:42:20	J MC

[Where can I get more information or help?](#)

If you have any questions regarding MNDWIS Lab to State contact the Minnesota Department of Health, Drinking Water Protection Section, at [health.mndwis@state.mn.us](mailto:health.mndwis@state.mn.us) or by telephone at 651-201-4700. Deaf and hard-of-hearing: TTY 651-201-5737.

Click on the underlined file name to view the Copy of Record.

File information displayed in red indicates that the uploaded file is ready to be submitted.

An example of the list filtered by the status 'Valid Data – May be Submitted.'

Minnesota Department of Health | MNDWIS Lab to State  
Era Laboratories, Inc.--Duluth

Menu | Logout

### Copy of Record List

Uploaded files marked for Submittal are processed at 10 a.m., 2 p.m., and 8:30 p.m. daily and cannot be retracted thereafter.

File Name	Current Status	Status Date	Username
<u>test110728.txt</u>	Valid Data - May be Submitted	02-27-2012 11:53:56	J MC

Where can I get more information or help?

If you have any questions regarding MNDWIS Lab to State contact the Minnesota Department of Health, Drinking Water Protection Section, at [health.mndwis@state.mn.us](mailto:health.mndwis@state.mn.us) or by telephone at 651-201-4700. Deaf and hard-of-hearing: TTY 651-201-5797.

Click on the underlined file name to view the Copy of Record.

## User Account

Fill in the answer to your challenge question, then click 'Submit.'

Minnesota Department of Health | MNDWIS Lab to State

Login

### Challenge Question

What was the name of your first pet?

Submit

Where can I get more information or help?

If you have any questions regarding MNDWIS Lab to State contact the Minnesota Department of Health, Drinking Water Protection Section, at [health.mndwis@state.mn.us](mailto:health.mndwis@state.mn.us) or by telephone at 651-201-4700. Deaf and hard-of-hearing: TTY 651-201-5797.

Error message if you did not fill in the answer.

The page at <https://www-dev.health.state.mn.us> s... [X]

Please enter the answer to the security question.

OK

Example: Incorrect answer given - error message and returned to original if answer is incorrect.

The screenshot shows the top navigation bar with the Minnesota Department of Health logo and 'MNDWIS Lab to State' text. A 'Login' link is in the top right. The main content area is titled 'Challenge Question - Incorrect Answer'. It contains a text input field with the question 'What was the name of your first pet?' and a 'Submit' button below it. Below the form is a link 'Where can I get more information or help?' and a paragraph of contact information for the Minnesota Department of Health, Drinking Water Protection Section.

If the correct answer is given, your user profile will appear.

The screenshot shows the 'Profile - Edit Own' page. The top navigation bar includes the Minnesota Department of Health logo and 'MNDWIS Lab to State Era Laboratories, Inc.--Duluth'. A 'Menu' and 'Logout' link are in the top right. The page title is 'Profile - Edit Own'. Under the heading 'Required Information\*', there are several fields: 'User Type' (Lab), 'Account Status' (Active), 'Username\*' (eratest), 'Security Question\*' (What was the name of your first pet?), 'Security Answer\*' (CAT), 'First Name\*' (J), 'Last Name\*' (SMITH), 'Lab Name' (Era Laboratories, Inc.--Duluth), 'Certified Lab Number' (027137152), 'Location' (Duluth), 'Phone Number\*' (218-555-5555), and 'Extension'. Below these are two checkboxes: 'Check here to change e-mail address.' and 'Check here to change password.'. The 'E-mail Address\*' field contains 'judy.mcdermott@state.mn.us' and the 'Password Expiration Date' is '02-28-2013'. There are also fields for 'Enter New Password\*' and 'Confirm New Password\*'. A 'Submit' button is at the bottom.

Check the box to enable the fields to either change your e-mail address or password

All editable fields are enabled and have an input box. Non-editable fields are shown as read-only text.

A screenshot of a user profile form. It contains the following fields:
 

- First Name\*: J (with an input box)
- Last Name\*: SMITH (with an input box)
- Lab Name: Era Laboratories, Inc.--Duluth (read-only text)
- Certified Lab Number: 027137152 (read-only text)
- Location: Duluth (read-only text)

 Arrows from the text above point to the input boxes for First Name and Last Name, and to the read-only text for Certified Lab Number.

The e-mail address and password fields are disabled when the profile page first appears. In order to help prevent changing these fields by mistake, the user must affirmatively decide to edit those fields by checking the corresponding box.

A screenshot of the profile form with the 'Check here to change e-mail address.' checkbox unchecked. The form shows:
 

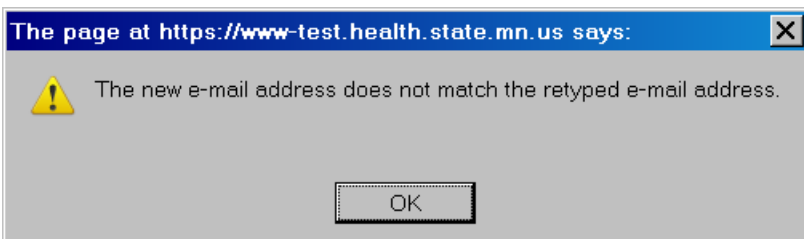
- Check here to change e-mail address.
- E-mail Address\*: judy.mcdermott@state.mn.us (disabled input box)
- Confirm New E-mail Address\*: (disabled input box)
- Password Expiration Date: 02-28-2013
- Check here to change password.
- Enter New Password\*: (disabled input box) (at least 8 characters and case sensitive)
- Confirm New Password\*: (disabled input box) (case sensitive)
- Submit button

To change your e-mail address, check the box 'Check here to change e-mail address.'

A screenshot of the profile form with the 'Check here to change e-mail address.' checkbox checked. The form shows:
 

- Check here to change e-mail address.
- E-mail Address\*: smithj@email.com (enabled input box)
- Confirm New E-mail Address\*: smithj@email.com (enabled input box)

After you submit all changes, if the new e-mail address and the retyped e-mail address do not match, you will get this error message.



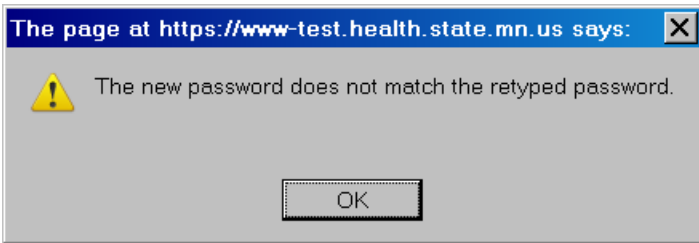
To change your password, check the box 'Check here to change password.'

**Check here to change password.**

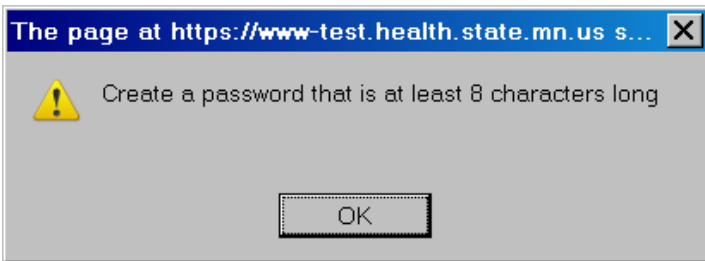
Enter New Password\*  (at least 8 characters and case sensitive)

Confirm New Password\*  (case sensitive)

After you submit all changes, if the new password and the retyped password do not match, you will get this error message.



If the new password is not at least 8 characters long, you will get this error message.



After the profile has been edited, click the 'Submit' button. The screen will refresh and a new message will appear whether there was success in saving the changes or not.

**Required Information\***

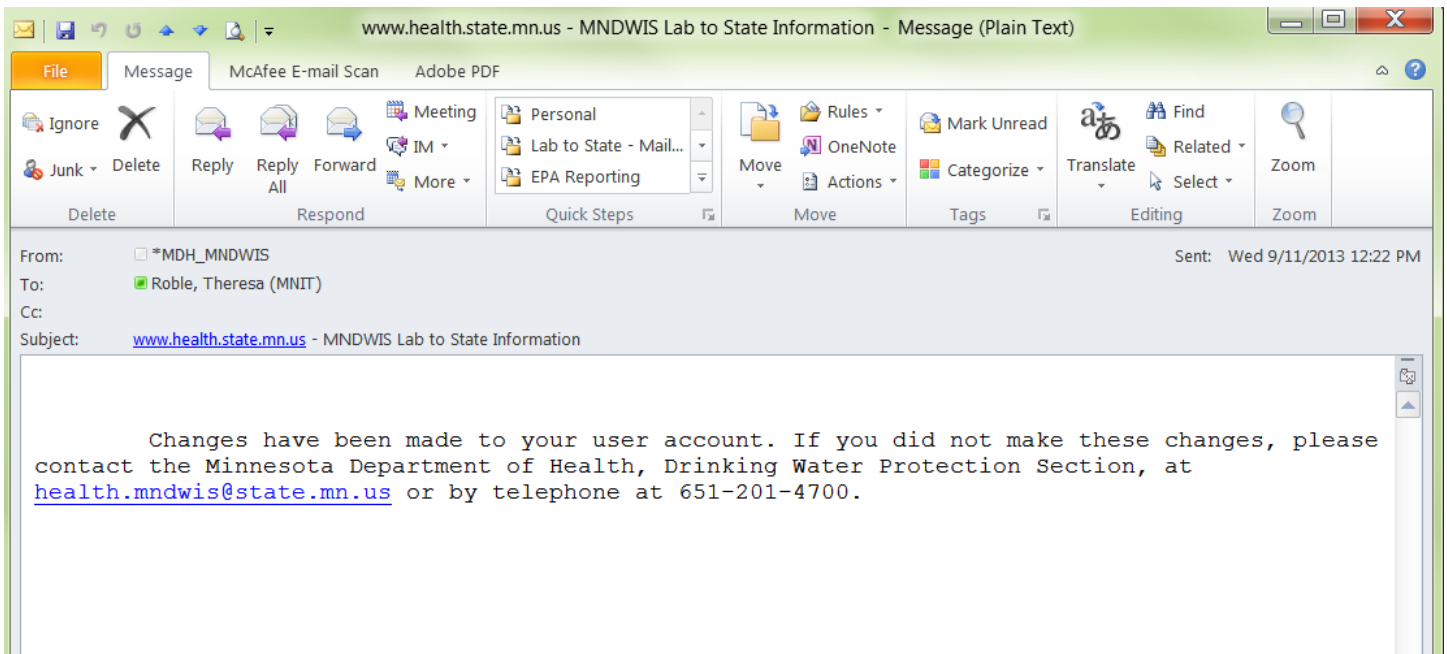
**Your changes have been saved.**

User Type Lab  
 Account Status Active  
 Username\*  (e.g. marysmith and case sensitive)  
 Security Question\*   
 Security Answer\*   
 First Name\*   
 Last Name\*   
 Lab Name Era Laboratories, Inc.--Duluth  
 Certified Lab Number 027137152  
 Location Duluth  
 Phone Number\*   
 Extension   
 Check here to change e-mail address.   
 E-mail Address\*   
 Confirm New E-mail Address\*   
 Password Expiration Date 02-28-2013  
 Check here to change password.   
 Enter New Password\*  (at least 8 characters and case sensitive)  
 Confirm New Password\*  (case sensitive)

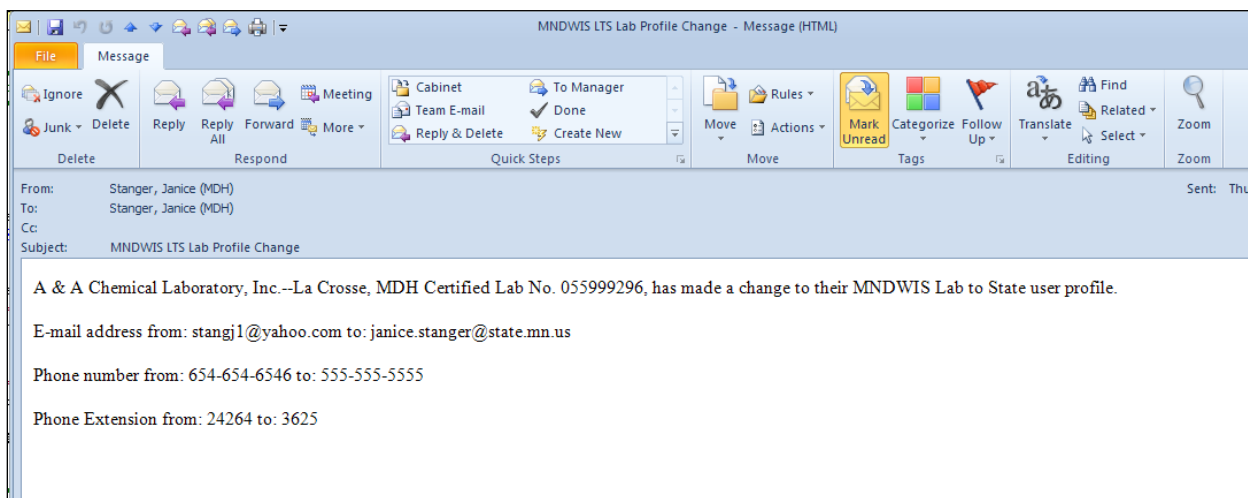
The e-mail address field shows the current address. Even though you may have changed the password field it will show nothing for security purposes.

If the error message 'Your changes have NOT been saved. Pick a different username.' is displayed at the top of the page, means that when you edited your profile, you chose a username that already exists. If you get this message, the page will refresh showing the current data in your profile.

You will receive an e-mail confirming changes have been made to your user profile.

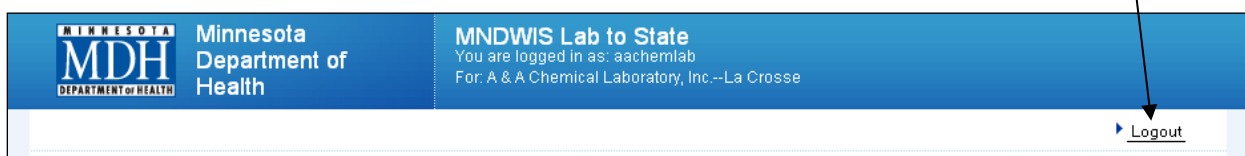


An email will be sent to the system administrator if you change your e-mail address, phone number, or phone extension number. This data will then be updated in our 'in-house' system.



## Logout

If you wish to log out of the site, from any page, click on the navigation option 'Logout.'



After you have logged out, you will be returned to the login page, with a message stating that you have successfully logged out. Also note that the user information is no longer showing on the MDH header.

The screenshot shows the MNDWIS Lab to State login page. At the top, there is a blue header with the Minnesota Department of Health (MDH) logo on the left and the text "MNDWIS Lab to State" in the center. Below the header, on the left, is a sidebar with the heading "Environmental Health" and a list of links: "EH Division Home", "EH Division Topic Index", "EH Emerging Issues", and "EH Division Contacts". The main content area has the heading "MNDWIS Lab to State Login" and a message: "Welcome to the Minnesota Department of Health, MNDWIS Lab to State application. **This application is for those labs authorized to upload data electronically.**" Below this is a login form with fields for "Username" and "Password", a "Submit" button, and a link for "Forgot password? [Get new password](#)". To the right of the login form, a message in red text says "You have successfully logged out." Below the login form, there is a section titled "Labs may:" followed by a list of actions: "Upload Lab Data Files", "Review, Retract, or Submit Uploaded Data", and "Edit and Review Profile". At the bottom, there is a link for "User Manual" and a note: "If you wish to use this site, contact the Minnesota Department of Health, Drinking Water Protection Section, to register at: [health.mndwis@state.mn.us](mailto:health.mndwis@state.mn.us) or 651-201-4700."

## Appendix

### *Data Requirements for submitting lab results electronically to MDH.*

Electronic Format. Each record must have the following columns with a maximum width as designated below. Data must be provided in one of the following formats:

- ASCII compliant text file (comma separated, tab separated, or fixed width; file extension = '.txt')
- Comma Separated Value file (file extension = '.csv')

COLUMN	DATA ELEMENT	LABORATORY REQUEST FORM	LENGTH	FORMAT
a.	Public Water System Identification Number (PWSID assigned by state)	ID Number/PWSID	7	7-digit number.
b.	Name of Public Water System	Facility Name/Name of PWS	40	Freeform text.
c.	Name of sample collector	Collector Name/Contact Person's Name	30	Freeform text.
d.	Site identification number		15	Leave blank.
e.	Unique laboratory sample number		10	Freeform text.
f.	Date sample collected	Date Collected	14	YYYYMMDDHH MISS
g.	Date sample received at laboratory		14	YYYYMMDDHH MISS
h.	Sampling point (street address and/or sample tap, i.e., kitchen sink)	Sampling Point(s)/ Sampling Location(s)	40	Freeform text.
i.	Sampling point location ID number (assigned by state)	Location ID(s)/Site No.	5	Either in the format A00 or 00000. See info below for repeat samples.
j.	Date laboratory issued the result		14	YYYYMMDDHH MISS
k.	Code for analyte		10	See Table 1.
l.	Analytical method code for analyte		10	See Table 1.
m.	Result code		2	See Table 2.
n.	Result code		2	See Table 2.

COLUMN	DATA ELEMENT	LABORATORY REQUEST FORM	LENGTH	FORMAT
o.	Result code		2	See Table 2.
p.	Numeric result		10	Numeric
q.	Reporting limit		10	Numeric
r.	Units		20	See Table 3.
s.	Date of analysis (sample was set up for analysis)		14	YYYYMMDDHH MISS
t.	Data assessment of the samples. Any comments on the quality of the results that are not covered by a standard result comment.		240	Freeform text.
u.	Laboratory certification number (assigned by state)		9	9-digit number.
v.	City where samples were collected	City, Town, Township	40	Freeform text.
w.	MDH program code for analysis	Program Code	2	2-character code.
x.	Quarter for which the samples were taken		1	Leave blank.
y.	Reason sample was taken	Sample Type	1	B for routine/base, R for repeat, C for confirmation
z.	Field number for sample	Field Number(s)	10	Freeform text.
aa.	Original laboratory sample number (required for repeat/follow-up samples).	Original Sample Number	10	Leave blank if column y. is B otherwise original sample number from the routine sample.
bb.	Field result for sample (if a system chlorinates, this is how the chlorine residual is reported)	Your Chlorine Residual Result	4	Numeric (can include a sign).
cc.	Amount of phosphate used		4	Leave blank.
dd.	Receiving comment regarding the sample (too full, no collection date)	Sampler Comments (plus any the lab may have upon receiving)	240	Freeform text.
ee.	Collector ID	Collector ID	4	4-digit number.

COLUMN	DATA ELEMENT	LABORATORY REQUEST FORM	LENGTH	FORMAT
ff.	Field Blank	Comm. Sanitary Survey Date	10	Date.
gg.	Date sample was preserved		14	Leave blank.
hh.	Field pH		5	Leave blank.

### Clarifications on columns:

a. Public Water System Identification Number (PWSID assigned by state) – Must be 7 digits starting either with a '1' (one) or a '5' (five).

e. Unique laboratory sample number - This must be unique per sample. Do not reuse sample numbers.

i. For repeat samples the samples must be collected upstream (U), downstream (D), at the original location (O) where the positive was taken and at another location (A). Instead of entering D01 in this field enter U, D, O and A for the individual samples.

l. Analytical method code for analyte – EPA analytical method used for analysis.

m. Result code - This is where a '<' (less than) or '>' (greater than) sign should be placed for a numeric result, but can also be used for any of the comments listed in Table 2.

n. Result code - P or A for total coliform analysis that is presence/absence. If the total coliform is Present (P) then you need to have a separate row with an e-coli result (see table 1). Can also be used for any of the comments listed in Table 2.

o. Result code - This can be used for any of the comments in Table 2 (usually the SO and the TO - Sample too old).

u. Laboratory certification number (assigned by state) - This needs to be exactly 9 digits.

aa. Original laboratory sample number (required for repeat/follow-up samples) - Enter the original sample number of the base/routine sample that had a present result.

ff. Date of sanitary survey to tie these samples to.

Date formats are YYYYMMDDHH24MISS where:

- YYYY → Four-digit year
- MM → Two-digit month
- DD → Two-digit day of the month
- HH → Two-digit hour in military time, i.e., 24-hour
- MI → Two-digit minutes

SS → Two-digit seconds

So, 12:39 pm on November 16, 2010 would be formatted as 20101116123900 or 201011161239.

If a sample is rejected and cannot be run for any reason, i.e., you've received it past the holding time, insufficient sample, lab accident; please report data as for a normal result with one of the codes marked 'No' in the Comment column from table 2. The rejection code can be inserted in any one of the result code columns, m, n, or o. Additional codes can be inserted in the other result code columns if applicable. If none of the listed codes applies, please report 'RJ' (Rejected Sample) in one of the three columns and state the reason why in column dd (Receiving Comment).

Table #1

CODE (k)	ANALYTE NAME	SUGGESTED ANALYTICAL METHOD CODE (l)*
COPPER	Copper	147
LEAD	Lead	160
FECAL COLI	MF Fecal Coliform Confirmation	309
MPN-EC-QTC	MPN E Coli QT Colilert	339
E COLI	MPN E. Coli-DW (Colilert)	331
MPN-TC-QTC	MPN Total Coliform QT Colilert	338
T COLIFORM	MPN Total Coliform-DW (Colilert)	330
MF-FC	Membrane Filter Fecal Coliform	310
MF-TC-DW	Membrane Filter Total Coliform	308
MPN-FC-DW	Most Probable Number Fecal Coliform	304
MPN-TC-DW	Most Probable Number Total Coliform	301
PA-EC-DW-C	PA E. Coli-DW (Colilert)	328
PA-FC-DW	PA Fecal Coliform-DW	329
PA-TC-DW	PA Total Coliform-DW	321
PA-TC-DW-C	PA Total Coliform-DW (Colilert)	327
HCFC22	Chlorodifluoromethane (Freon 22/HCFC-22)	
13BUTADIEN	1,3-Butadiene	
11-DCETHA	1,1-Dichloroethane	468
CHLOROMETH	Chloromethane (Methyl chloride)	468
BROMOMETH	Methyl bromide (Bromomethane)	468
BCMETH	Halon 1011 (bromochloromethane)	468
123TCPROPA	1,2,3-Trichloropropane	468
14-DIOXANE	1,4-Dioxane	
COBALT	Cobalt	259
MOLYBDENUM	Molybdenum	259
STRONTIUM	Strontium	234
VANADIUM	Vanadium	259
CHLORATE	Chlorate	295
PFOS	Perfluorooctanesulfonate (PFOS)	551
PFOA	Perfluorooctanoic acid (PFOA)	551
PFBS	Perfluorobutanesulfonate (PFBS)	551
PFHPA	Perfluoroheptanoic acid (PFHpA)	551
PFHXS	Perfluorohexanesulfonic acid (PFHxS)	551
PFNA	Perfluorononanoic acid (PFNA)	551
CHROMIUM6	Chromium-6	
TCHROMIUM	Total Chromium	
17BESTRADI	17 $\beta$ -Estradiol	
17AESTRADI	17 $\alpha$ -Ethinylestradiol (ethinyl estradiol)	
ESTRONE	Estrone	

CODE (k)	ANALYTE NAME	SUGGESTED ANALYTICAL METHOD CODE (l)*
ESTRIOL	Estriol (16 $\alpha$ -Hydroxy-17 $\beta$ -estradiol)	
EQUILIN	Equilin	
TESTOSTERO	Testosterone	
4AND317DIO	4-Androstene-3, 17-dione	
CRYPTOSPOR	Cryptosporidium	930
TURBIDITY	Turbidity	11

\*The code listed may be used or the actual EPA method may be used but code must be ten characters or less.

**Table #2**

CODE	DESCRIPTION	COMMENT
TW	>12 Half-lives	No
FL	>200	No
EC	>2400	No
A	Absent	No
AS	Additional significant figure added to the estimated result per client request.	Yes
QB	Analyte present in method blank and sample.	Yes
B	Analyte present in method blank.	Yes
BV	Bubble in container; may have biased the result(s) low.	Yes
CP	Chlorine present, sample not analyzed.	Yes
QV	Combined CVS/LCS not within acceptance limits.	Yes
QW	Combined CVS/LCS not within acceptance limits. Analyte not present in sample.	Yes
TG	Digestion required, $\geq 1$ NTU.	Yes
VP	Digestion required, visible particulate matter present.	Yes
DD	Dissolved > Total: Both analyses were repeated and the relationship was confirmed.	Yes
DT	Dissolved > Total: Both analyses were statistically equivalent.	Yes
HJ	Holding time exceeded 30 hours.	Yes
HX	Holding time exceeded.	Yes
HP	Holding time exceeded. Analysis performed per client request.	Yes
HR	Holding time exceeded. Initial analysis was performed within holding time. Result is estimated.	Yes
FN	Isolate fecal coliform negative.	Yes
FP	Isolate fecal coliform positive.	Yes
LA	Laboratory accident.	Yes
TL	No digestion required, $< 1$ NTU.	Yes
OT	Orthophosphate > Total Phosphorus: Both analyses were repeated and the relationship was confirmed.	Yes
OV	Orthophosphate > Total Phosphorus: Both analyses were statistically equivalent.	Yes
P	Present	No
PC	Preservation completed in laboratory.	Yes
QS	Recovery for this surrogate not within acceptance limits due to sample dilution.	Yes
QF	Recovery in LCS not within acceptance limits.	Yes
QG	Recovery in LCS not within acceptance limits. Analyte was not present in the sample.	Yes
QD	Recovery in MS not within acceptance limits.	Yes
QE	Recovery in MS not within acceptance limits. Analyte concentration in the unspiked sample too high.	Yes
RJ	Rejected Sample	No

CODE	DESCRIPTION	COMMENT
DM	Report level changed. Dilution required due to matrix interference.	Yes
RS	Report level was changed due to insufficient sample volume.	Yes
D	Report limit changed due to sample dilution.	Yes
QR	Response in CVS not within acceptance limits.	Yes
QO	Response in CVS not within acceptance limits. Analyte not detected in the sample.	Yes
J	Result below the report limit and estimated.	Yes
MC	Result greater than the MCL.	Yes
QL	RPD between LCS/LCSD not within acceptance limits.	Yes
QM	RPD between MS/MSD not within acceptance limits.	Yes
QN	RPD between MS/MSD not within acceptance limits. Analyte concentration in the unspiked sample too high.	Yes
QJ	RPD between sample duplicates not within acceptance limits.	Yes
QH	RPD between sample duplicates not within acceptance limits. Analyte concentration in the samples too low for proper evaluation.	Yes
SB	Sample container broken in transit.	Yes
CL	Sample container leaked.	Yes
WP	Sample preserved more than 5 days after collection.	Yes
TO	Sample too old	No
AC	Special analysis completed.	Yes
QU	Spike recoveries for this analyte not within acceptance limits in the CVS, LCS and/or MS. This analyte is unstable in spiking solutions and gives erratic results in QC samples.	Yes
QZ	Surrogate result not within acceptance limits.	Yes
TIC	Tentative detection of this analyte. Result estimated.	Yes
TN	Too numerous to count.	No
RT	Treated > Raw: Both analyses were repeated and the relationship was confirmed.	Yes
RP	Treated > Raw: Both analyses were statistically equivalent.	Yes
SO	Water sample over 30 hours old	Yes
XX	No disinfectant residual provided	Yes

**Table #3**

CODE	DESCRIPTION
Abs uns-L/mg-m	Absorbance Units-Liter Per Milligram-meter
Abs uns/cm	Absorbance Units/Centimeter
CFU/100ML	Colony Forming Units per 100 ml
CFU/L	Colony Forming Units/Liter
CU	Color Units
CFU/ml	Cubic Feet Per Unit/Milliliter
deg C	Degrees Centigrade
deg F	Degrees Farenheit
f/cc	Fibers per cubic centimeter
f/mm2	Fibers per millimeters squared
f/m3	Fibers/Cubic Meter
F/ml	Fibers/Milliter
Grams	Grams
Kilograms	Kilograms
L/mg-m	L/mg-m
ugP/g drywt	Micrograms Phosphorous/Gram Dry Weight
ug/cm2	Micrograms/Centimeter Squared
ug/M3	Micrograms/Cubic Meter
ug/g	Micrograms/Gram
ug/g dry	Micrograms/Gram Dry Weight
ug/g drywt	Micrograms/Gram Dry Weight
ug/kg	Micrograms/Kilogram
ug/kg drywt	Micrograms/Kilogram Dry Weight
ug/kg dry	Micrograms/Kilogram Dry Weight
ug/L	Micrograms/Liter
ug/sqft	Micrograms/Square Foot
umhos/cm	Microohms/Centimeter
mg	Milligrams
mg/M3	Milligrams/Cubic Meter
mg/filtr	Milligrams/Filter
mg/g	Milligrams/Gram
mg/g drywt	Milligrams/Gram Dry Weight
mg/g dry	Milligrams/Gram Dry Weight
mg/kg	Milligrams/Kilogram
mg/kg dry	Milligrams/Kilogram Dry Weight
mg/L	Milligrams/Liter
mg/L CaCO3	Milligrams/Liter as Calcium Carbonate
mg/L as CaCO3	Milligrams/Liter as Calcium Carbonate
mg/L as N	Milligrams/Liter as Nitrogen
mg/L as PO4	Milligrams/Liter as Phosphate
mg/L as P	Milligrams/Liter as Phosphorous
ml/L	Milliliters/Liter

CODE	DESCRIPTION
MFL	Million Fibers Per Liter
mV	Millivolts
MPN/100 ml	Most Probable Number/100 ml
MPN/ml	Most Probable Number/ml
ng	Nanograms
ng/g	Nanograms/Gram
ng/L	Nanograms/Liter
N/A	Not Applicable
oocysts/L	Oocysts/Liter
ppb	Parts per billion
ppm	Parts per million
/100 ml	Per 100 Milliliters
/200 ml	Per 200 Milliliters
/250 ml	Per 250 Milliliters
/300 ml	Per 300 Milliliters
/350 ml	Per 350 Milliliters
/500 ml	Per 500 Milliliters
/g	Per Gram
%	Percent
pCi/l3	PicoCuries/Cubic Liter
pCi/M3	PicoCuries/Cubic Meter
pCi/m3	PicoCuries/Cubic Meter
pCi/filter	PicoCuries/Filter
pCi/g	PicoCuries/Gram
pCi/L	PicoCuries/Liter
pCi/me	Picocuries/Milliequivalent
pCi/wipe	Picocuries/Wipe
PFU/500 ml	Plaque Forming Units Per 500 ml
PFU/L	Plaque Forming Units Per Liter
uS/cm	Specific conductivity
Std Units	Standard Analytical Units
NTU	Turbidity Units
units	Units
cysts/L	cysts/L
mg/m3	microgram/Cubic Meter
mg/m2	microgram/Square Meter
ug/dL	micrograms/deciliter
ug/filt	micrograms/filter
ng/g drywt	nanograms/gram dryweight
pH units	pH units
/L	per Liter
/ml	per milliliter