Colorado Department of Public Health and Environment

COLORADO
Water Quality Control Division
Department of Public Health & Environment

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My files - drinking water file upload and submission

New user registration and instructions | Category descriptions | Tips, tricks, and tidbits | Drinking water emergencies

- Always indicate the system's PWS ID, Facility ID, and Sample Point ID when submitting sample results.
- Please do not send duplicate information via email, mail, or fax. If requested, your laboratory may send data directly to the Department. Please coordinate with your laboratory.
- Please call (303) 692-3308 (OK to leave message) for Positive Total Coliform, Positive *E. coli*, Nitrate >= 10.0 mg/L, Nitrite >= 1.0 mg/L, or Chlorine Dioxide >= 0.8 mg/L .

Upload files

Select files:　Browse...　No files selected.

Upload to File Cabinet

File Name
Public Water System
Category
Organization
Upload Progress
No Files

File cabinet

Submit Selected Files　　　　　　　　　　　　　Delete Selected Files

Click column title to sort table. Use textboxes to filter table.

Status
File Name
Public Water
System
Category

Submit
Date
Submit User
Upload Date
Upload User
Organization

No Files

Submitted (Receipt)
191213014_Meadow Mountain WC_Cu-Pb-CDHForm.pdf
Submitted (Receipt)
MEADOW MTN WATER SUPPLY - CO0207504

Instructions

- **New users:** Must be assigned organization permissions before submitting files. Please request permissions from current organization users. If you are the first user for an organization please send an email to kaleb.winisko@state.co.us to request permissions.
- **Upload:** The Upload Files Section is used to transfer files to your File Cabinet. Select the files you wish to upload, then select the Public Water System (PWS), and Category. Category Descriptions are listed below.
- **Submit:** In the File Cabinet Table verify the PWS, Category, and then use row checkboxes to select files. Once selected, click the submit selected files button.
- **Final Confirmation:** Once clicked, you will be transferred to a new page to confirm and verify file(s) selected, and perform security verification.
- **Help:** Please visit our help page for video turtorials and additional information.

Tips, Tricks, and Tidbits

- Try to keep file names simple. Examples: Monitoring Plan, 2015 CCR, Tier 3 PN, Total Coliform Sites, Request for Decreased Sampling, Facility 001 Dec MOR.
- Submitted files cannot be deleted.
- The file is not required to have a signature.
- Uploaded, but not submitted, files are not viewable by the Department and will be deleted if not submitted within 10 days.
- Please submit MORs as Excel files.
- Excel, PDF, and CSV files are allowed. There are several free pdf writers available.
- CSV files are allowed for sample results only. Please visit or help page for more information.
- A maximum of 15 files per upload and each file must be less than 20 MB.
- The PWS column will auto-populate if the PWS ID is located in file name and there is no Default Organization set in the My Profile page.
- Chrome, Mozilla Firefox, and IE10 allow for multiple file selection.
- JavaScript must be enabled.

Category Descriptions

- **Certifications - PN or CCR or Seasonal Start-Up:** Documentation related to Public Notification, Consumer Confidence Rule, or Seasonal Start-Up: certification of delivery, public notice used, consumer confidence report used, and seasonal start-up certification.
- **Enforcement:** Documentation related to Enforcement.
- **Inventory - System Updates:** Contact updates (operator, administrative contact and owner), population, inactivation forms
- **Inventory - Rule Updates:** Documentation related to drinking water rules: Lead and Copper sample sites or materials evaluation, Total Coliform sample sites, sample site maps, LT2 sampling plans
- **Requests and Other Certifications:** Construction complete as approved certification form (as-built), lead and copper consumer notification, level 1 assessments, responses to compliance advisories, requests, certifications, evaluations (DBP OEL report, investigations), and other general correspondence.
- **Complete Monitoring Plan:** A complete monitoring plan (all sections included). Please do not use this category for individual sections.
- **Sanitary Survey Inspection:** Responses to sanitary survey inspection items. Please use Certifications - PN category if submitting public notice.

- **Results - Coliform or E. coli:** Total Coliform and E. coli with residual disinfectant.
- **Results - Nitrate or Nitrite:** Nitrate or Nitrite.
- **Results - DBPs and Precursors (Disinfection Byproducts):** TTHM, HAA5, Chlorite, Bromate, Chlorine Dioxide (disinfectant). Dissolved Organic Carbon, Total Organic Carbon, Alkalinity, UV - 254, Magnesium, and SUVA
- **Results - Lead and Copper:** Lead, Copper, or Water Quality Parameters (Alkalinity, pH, Temperature, Calcium, Conductivity, Total Dissolved Solids, or Inhibitors).
- **Results - ChemRadsOther:** Chemicals, Radionuclides, and Other: Inorganics (IOC) - Including Fluoride, Synthetic Organics (SOC), Volatile Organics (VOC), Radionuclides (Rads), surface water microscopic particulate analysis (MPAs), and Acrylamide/Epichlorohydrin certification.
- **Results - MORs:** Monthly operating reports (MORs), turbidity, and Entry Point disinfectant results.
- **Results - SWTR LT2:** Long Term 2 Enhanced Surface Water Treatment Rule for Cryptosporidium, E. coli, and turbidity results (only for surface water or GWUDI sources).

- **Results - GWUDI Performance Monitoring:** Performance monitoring for potential groundwater under direct influence of surface water (GWUDI) sources.

Contact drinking water compliance assurance

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