



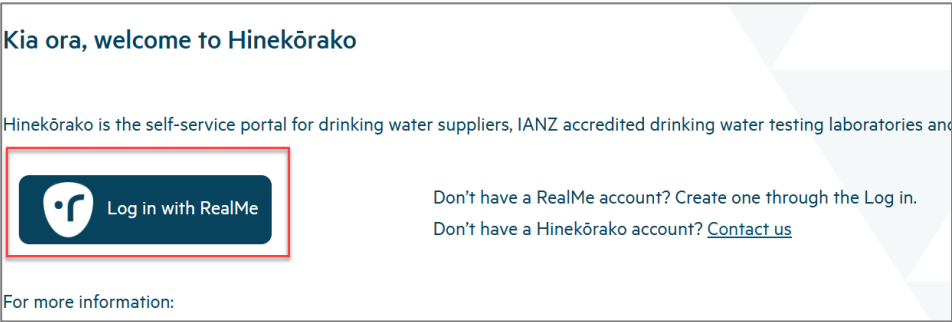
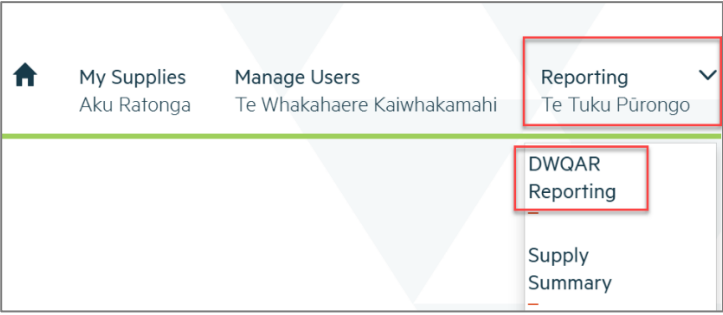
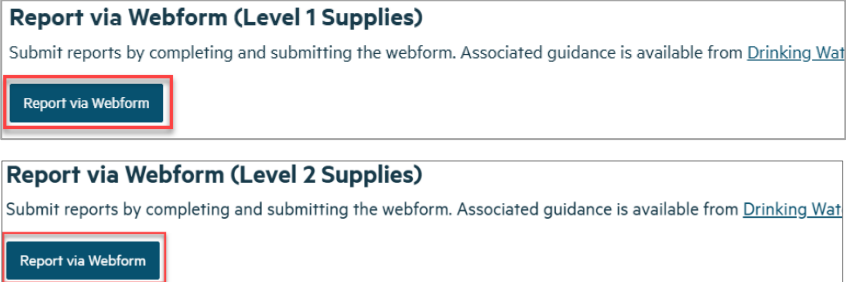
DWQAR Reporting Webform Hinekōrako Guide

This documentation will support suppliers in submitting their Drinking Water Quality Assurance Rules (the Rules) Reporting through the webform on the Hinekōrako portal. Submitting reporting through this webform is currently only available to suppliers reporting at level 1 or 2. If you report against level 3 rules, you will need to do so through either an excel upload or an API upload. Each person who will report using API requires a personal API key. This key is generated from the Reporting section in the [Hinekōrako supplier portal](#).

We are not currently able to receive samples or monitoring results through the webform, we are looking into incorporating this in a future update.

Accessing the Rules Reporting Webform

The webform can be accessed through the Reporting section in the [Hinekōrako supplier portal](#).

Step	Action
1.	<p>Login to the Hinekōrako using your RealMe login details.</p> 
2.	<p>Once logged in, select the “Reporting” dropdown menu and select “DWQAR Reporting”.</p> 
3.	<p>The link to the webform can be found by selecting “Report via Webform”. There are separate reporting options for level 1 and level 2 supplies.</p> 



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Completing DWQAR Reporting via the Webform

Step	Action
1.	<p>Select the supply that you are reporting on.</p> <div> <p>DWQAR Report</p> <p>Supply *</p> <p>Select ▼</p> </div>
2.	<p>The supply ID, type, and population should all auto populate. You will need to select the Reporting Year and Reporting Quarter for which you are making a submission.</p> <div> <p>ID: [auto-populated]</p> <p>Type: Self-supplied building</p> <p>Population: 110</p> <p>Reporting Year: [dropdown]</p> <p>Reporting Quarter: [dropdown]</p> </div>
3.	<p>Select which supply components the rules reporting applies to.</p> <p>As per Section 3.1 Compliance and Reporting in the DWQAR, if a supply component (i.e. a source or a treatment plant) was not operational in the reporting period, then you are not required to demonstrate compliance for that component during that period. If a component was operating at any point during the reporting period, even for a few hours, then this component needs to demonstrate compliance during this operation and should be selected here for reporting.</p>



	<div> <div>Sources</div> <div> <div>Apply L2 rules</div> <div><input checked="" type="checkbox"/></div> <div>Name</div> <div></div> </div> </div> <div> <div>Treatment Plants</div> <div> <div>Apply L2 rules</div> <div><input checked="" type="checkbox"/></div> <div>Name</div> <div></div> </div> </div> <div> <div>Distribution Zones</div> <div> <div>Apply L2 rules</div> <div><input checked="" type="checkbox"/></div> <div>Name</div> <div></div> </div> </div>						
4.	<p>Depending on what you are reporting against (source, treatment plant, and/or distribution zone), you will need to complete the following actions:</p> <p><i>Note that some rules have a Not Applicable option where the rule is not always required. Select Not Applicable only when the situation the rule applies to has not occurred. For example, you were not required to take any chlorine samples under rule T2.4.</i></p> <table> <tr> <th>Reporting against:</th><th>Action</th></tr> <tr> <td>Source</td><td> <p>Complete all source questions</p> <div> <div>Source: [REDACTED]</div> <div> <div><input type="checkbox"/></div> <div>S2.1 (a) (i) - Has at least one sample been taken for E. coli in each</div> </div> <div> <div><input type="checkbox"/></div> <div>S2.1 (a) (ii) - Has at least one sample been taken for total coliform</div> </div> </div> </td></tr> <tr> <td>Treatment Plant</td><td> <p>Complete all treatment plant questions</p> <div> <div>Treatment Plant: [REDACTED]</div> <div> <div><input type="checkbox"/></div> <div>T2.1 (a) - Has at least one sample been taken for E. coli in each m</div> </div> <div> <div><input type="checkbox"/></div> <div>T2.1 (b) - Has at least one sample been taken for total coliforms i</div> </div> <div> <div><input type="checkbox"/></div> <div>T2.1 (c) - For each chemical used in the treatment process, has at</div> </div> <div> <div><input type="checkbox"/></div> <div>T2.2 (a) - Have at least eight samples been taken for turbidity in</div> </div> <div> <div><input type="checkbox"/></div> <div>T2.2 (b) - Have at least eight samples been taken for FAC in each</div> </div> <div> <div><input type="checkbox"/></div> <div>T2.2 (c) - Have at least eight samples been taken for pH in each i</div> </div> <div> <div><input type="checkbox"/></div> <div>T2.2 (d) - Have at least eight samples been taken for fluoride in e</div> </div> <div> <div><input type="checkbox"/></div> <div>T2.4 - Has at least one sample been taken for chlorate in this que</div> </div> </div> </td></tr> </table>	Reporting against:	Action	Source	<p>Complete all source questions</p> <div> <div>Source: [REDACTED]</div> <div> <div><input type="checkbox"/></div> <div>S2.1 (a) (i) - Has at least one sample been taken for E. coli in each</div> </div> <div> <div><input type="checkbox"/></div> <div>S2.1 (a) (ii) - Has at least one sample been taken for total coliform</div> </div> </div>	Treatment Plant	<p>Complete all treatment plant questions</p> <div> <div>Treatment Plant: [REDACTED]</div> <div> <div><input type="checkbox"/></div> <div>T2.1 (a) - Has at least one sample been taken for E. coli in each m</div> </div> <div> <div><input type="checkbox"/></div> <div>T2.1 (b) - Has at least one sample been taken for total coliforms i</div> </div> <div> <div><input type="checkbox"/></div> <div>T2.1 (c) - For each chemical used in the treatment process, has at</div> </div> <div> <div><input type="checkbox"/></div> <div>T2.2 (a) - Have at least eight samples been taken for turbidity in</div> </div> <div> <div><input type="checkbox"/></div> <div>T2.2 (b) - Have at least eight samples been taken for FAC in each</div> </div> <div> <div><input type="checkbox"/></div> <div>T2.2 (c) - Have at least eight samples been taken for pH in each i</div> </div> <div> <div><input type="checkbox"/></div> <div>T2.2 (d) - Have at least eight samples been taken for fluoride in e</div> </div> <div> <div><input type="checkbox"/></div> <div>T2.4 - Has at least one sample been taken for chlorate in this que</div> </div> </div>
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Distribution Zone	<p>Complete all distribution zone questions</p> <div> <p>Distribution Zone: [Distribution Zone]</p> <div> <div> <input type="checkbox"/> </div> <div> D2.1 (a) - Has at least one sample been taken for E. coli in ea </div> </div> <div> <div> <input type="checkbox"/> </div> <div> D2.1 (b) - Has at least one sample been taken for total colifor </div> </div> <div> <div> <input type="checkbox"/> </div> <div> D2.2 - Have at least eight samples been taken for FAC in eac </div> </div> </div>

Source: [Source]

☐

S2.1 (a) (i) - Has at least one sample been taken for E. coli in each month in this quarter?

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S2.1 (a) (ii) - Has at least one sample been taken for total coliforms in each month in this qua

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S2.1 (b) (i) - Has at least one sample been taken for pH in this compliance year?

☐

S2.1 (b) (ii) - Has at least one sample been taken for turbidity in this compliance year?

☐

S2.1 (b) (iii) - Has at least one sample been taken for iron in this compliance year?

☐

S2.1 (b) (iv) - Has at least one sample been taken for manganese in this compliance year?

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S2.1 (b) (v) - Has at least one sample been taken for nitrate in this compliance year?

☐

S2.1 (b) (vi) - Has at least one sample been taken for arsenic in this compliance year?

☐

S2.1 (b) (vii) - Has at least one sample been taken for boron in this compliance year?

5. Once all relevant questions have been answered, select the submit button at the bottom of the form.

6. 