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Uploading PT Data

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Uploading PT Data

1. Log onto www.wibby.com.

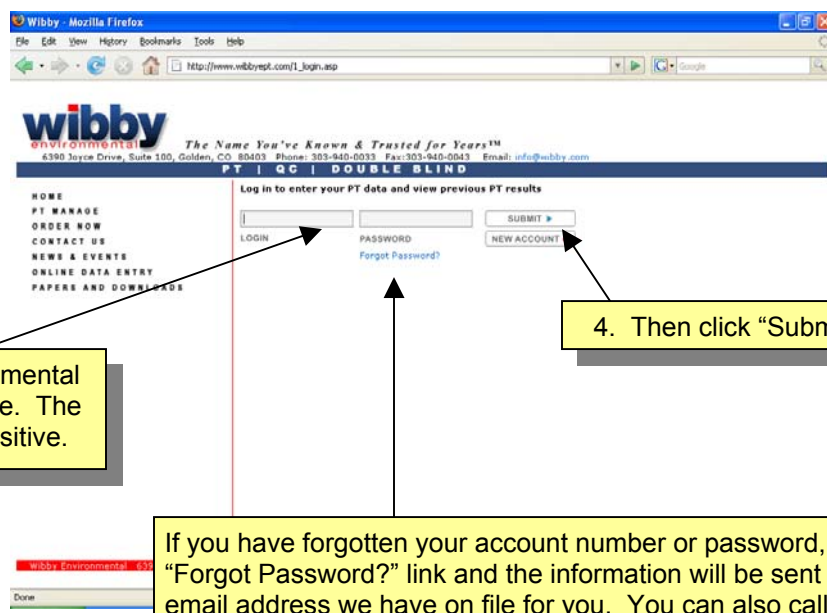
2. Click the "Online Date Entry" link.



NOTE: By clicking on the "Read More" button on the "Helpful PT Information" screen you can access a wealth of information about your PT standards including concentration ranges, Proficiency Testing Reporting Limits (PTRLs), the current PT schedule and much more.

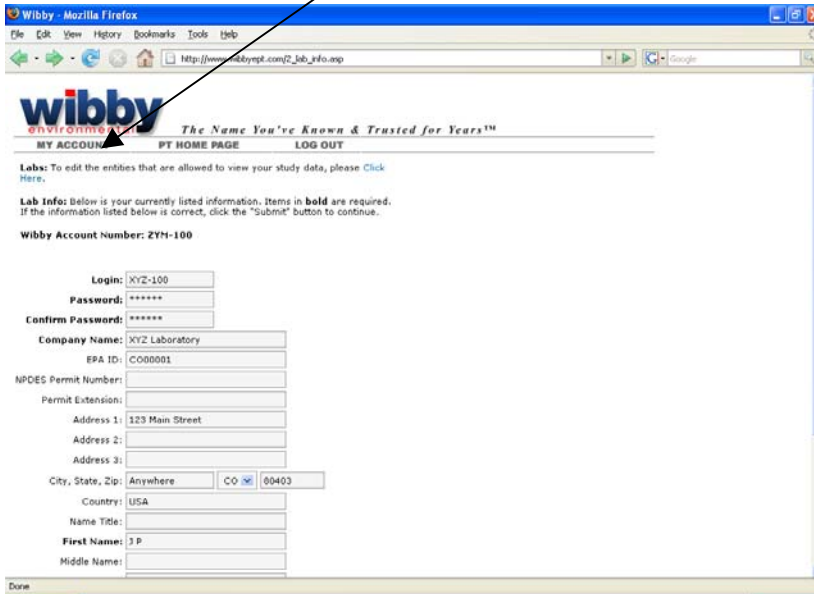
3. Enter your Wibby Environmental Account # and password here. The Account Number is case sensitive.

4. Then click "Submit".

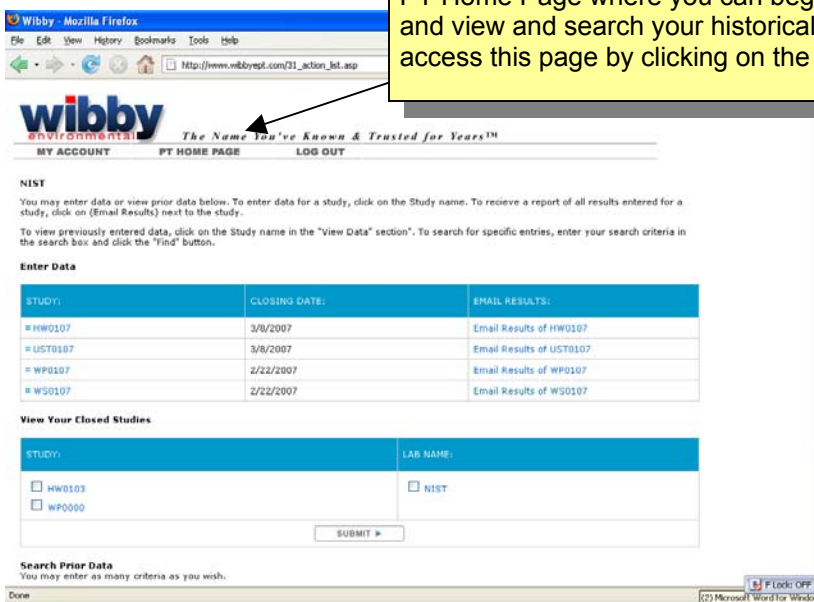


If you have forgotten your account number or password, click the "Forgot Password?" link and the information will be sent to the email address we have on file for you. You can also call 1-866-WibbyPT (866-942-2978) and ask for assistance.

5. After clicking on the submit button, you will be taken to your "My Account" page. Here you can review and update as necessary your online account information including your contact information, address, email address, etc. If you make any changes, click the "Submit" button at the bottom of the page.



6. After clicking on the "Submit" button, you will be taken to the PT Home Page where you can begin to upload or enter PT data and view and search your historical PT data. You can also access this page by clicking on the "PT Home Page" link.



Uploading PT Data

Wibby - Mozilla Firefox
 File Edit View History Bookmarks Tools Help
 http://www.wibbyest.com/31_action_list.asp

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 MY ACCOUNT PT HOME PAGE LOG OUT

XYZ Laboratory
 You may enter data or view prior data below. To enter data for a study, click on the Study name. To receive a study, click on (Email Results) next to the study.
 To view previously entered data, click on the Study name in the "View Data" section". To search for specific entries the search box and click the "Find" button.

Enter Data

STUDY:	CLOSING DATE:	EMAIL RESULTS:
HW0107	3/8/2007	Email Results of HW0107
UST0107	3/8/2007	Email Results of UST0107
WFO107	2/22/2007	Email Results of WFO107
WS0107	2/22/2007	Email Results of WS0107

View Your Closed Studies

STUDY:	LAB NAME:
<input type="checkbox"/> HW0105	<input type="checkbox"/> XYZ Laboratory
<input type="checkbox"/> HW0404	
<input type="checkbox"/> HW1004	
<input type="checkbox"/> UST0105	
<input type="checkbox"/> UST0404	
<input type="checkbox"/> WFO105	

Done Tuesday, February 06, 2007

7. To begin uploading your PT data, click the link for the PT study from this list.

Wibby - Mozilla Firefox
 File Edit View History Bookmarks Tools Help
 http://www.wibbyest.com/estados_del_estudio.asp?study=WFO107

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 MY ACCOUNT PT HOME PAGE STANDARD LIST AGENCY LIST LOG OUT

Study ID: WFO107
 Choose the states:

Check all state(s) to receive a copy of the final report.

<input type="checkbox"/> AK	<input type="checkbox"/> HI	<input type="checkbox"/> MD	<input type="checkbox"/> OH	<input type="checkbox"/> VT
<input type="checkbox"/> AL	<input type="checkbox"/> IA	<input type="checkbox"/> MI	<input type="checkbox"/> OK	<input type="checkbox"/> WA
<input type="checkbox"/> AR	<input type="checkbox"/> ID	<input type="checkbox"/> MS	<input type="checkbox"/> OR	<input type="checkbox"/> WI
<input type="checkbox"/> AZ	<input type="checkbox"/> IL	<input type="checkbox"/> MT	<input type="checkbox"/> PA	<input type="checkbox"/> WV
<input type="checkbox"/> CA	<input type="checkbox"/> IN	<input type="checkbox"/> NC	<input type="checkbox"/> PR	<input type="checkbox"/> WY
<input type="checkbox"/> CAELAP	<input type="checkbox"/> KS	<input type="checkbox"/> ND	<input type="checkbox"/> RI	
<input type="checkbox"/> CO	<input type="checkbox"/> KY	<input type="checkbox"/> NE	<input type="checkbox"/> SC	
<input type="checkbox"/> CT	<input type="checkbox"/> LA	<input type="checkbox"/> NH	<input type="checkbox"/> SD	
<input type="checkbox"/> DC	<input type="checkbox"/> MA	<input type="checkbox"/> NJ	<input type="checkbox"/> TN	
<input type="checkbox"/> DE	<input type="checkbox"/> MD	<input type="checkbox"/> NY	<input type="checkbox"/> TX	
<input type="checkbox"/> FL	<input type="checkbox"/> ME	<input type="checkbox"/> NM	<input type="checkbox"/> UT	
<input type="checkbox"/> GA	<input type="checkbox"/> MI	<input type="checkbox"/> NV	<input type="checkbox"/> VA	
<input type="checkbox"/> GU	<input type="checkbox"/> MN	<input type="checkbox"/> NY	<input type="checkbox"/> V1	

All results submitted will be included in final reports unless you indicate otherwise below. Also, if you need a report sent to an entity not listed above, include that name and address below.

Done

8. The next page that appears is the "Agency List" page. Click the box next to all states for which you want a copy of your final PT reports sent at the conclusion of the study.

If you want a final report sent to a person or organization that is not listed in the top section, enter that information in the text box at the bottom of this screen.

When you are finished entering information on this page, click the "Continue" button.

Uploading PT Data

Wibby - Mozilla Firefox
http://www.wibbyept.com/4_list_of_standards.asp

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MY ACCOUNT PT HOME PAGE **STANDARD LIST** AGENCY LIST LOG OUT

Study ID: WP0407

Data entry confirmation
Click here to receive a confirmation email of all data entered for WP0407

Data Upload
To upload data from an file on your local machine, click here.

List of standards
To enter data for a standard, click on the standard's name.

STANDARD:

- # Trace Metals
- # Mercury
- # Tin and Titanium
- # Chromium VI
- # Demand
- # Minerals
- # Solids
- # Nutrients - #1
- # Nutrients - #2
- # Nutrients - #3
- # Oil & Grease
- # Residual Chlorine
- # pH

Done

start | Wibby En... | 2 Adob... | Microsoft ... | Wibby En... | 14 Micr... | 2 Micros... | Wibby - ... | Control P... | 12:54 PM

9. The next page that appears is the "Standard List" page. You can also access this page by clicking on the "Standard List" link.

To begin uploading data click on the "Data Upload" link.

Wibby - Mozilla Firefox
http://www.wibbyept.com/UploadFile.aspx

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MY ACCOUNT PT HOME PAGE **STANDARD LIST** AGENCY LIST LOG OUT

Import Standard Data

Select a File to Upload

Done

start | Wibby En... | 2 Adob... | Microsoft ... | Wibby En... | 14 Micr... | 2 Micros... | Wibby - ... | Control P... | 12:56 PM

10. Click on the browse button and locate your PT data file on your computer or server.

Uploading PT Data

11. Identify in your file the row delimiter (CRLF carriage return line feed or "#"), the Column Delimiter ("," "!" or TAB), the Grouping Delimiter (' ' or ") and whether or not your file contains a Header Row.

Then click on the "Preview [refresh]" link.

12. Your PT data upload file is then displayed in preview mode. If the rows and columns have been properly identified, click here.

If not, double check the row and column identifiers chosen in step 11.

WE Account #	Part #	Lot #	NELAC Analyte Code	Analyte	Result	NELAC Method Code	Analytical Method	Analysis Date	Analyst Name	Prep method	units
WIB-100	PT-TM-WP	8061-04	1000	Aluminum	123	10013408	EPA 200.7	4/1/2007	CHB	EPA 3050	µg/l
WIB-100	PT-TM-WP	8061-04	1005	Antimony	435	10013408	EPA 200.7	4/1/2007	CHB	EPA 3050	ppb
WIB-100	PT-TM-WP	8061-04	1010	Arsenic	432	10013408	EPA 200.7	4/1/2007	CHB	EPA 3050	ppb

Uploading PT Data

13. Mapping your data.

Identify Rows and Columns

Row Delimiter: CRLF | Column Delimiter: | Grouping Delimiter: " | Contains Header Row:

Preview: [refresh]

WE Account #	Part #	Lot #	NELAC Analyte Code	Analyte	Result	NELAC Method Code	Analytical Method	Analysis Date	Analyst Name	Prep method	Units
WIB-100	PT-TM-WP	8061-04	1000	Aluminum	123	10013408	EPA 200.7	4/1/2007	CHB	EPA 3050	µg/l
WIB-100	PT-TM-WP	8061-04	1005	Antimony	435	10013408	EPA 200.7	4/1/2007	CHB	EPA 3050	µg/l
WIB-100	PT-TM-WP	8061-04	1010	Arsenic	432	10013408	EPA 200.7	4/1/2007	CHB	EPA 3050	µg/l

After rows and columns have been properly identified, click here

Column Mappings

WE Account #	Part #	Lot #	NELAC Analyte Code	Analyte	Result	NELAC Method Code
WE Account #	Part #	Lot #	NELAC Analyte Code	Analyte	Result	NELAC/State Method Code
Analysis Date	PT-TM-WP	8061-04	1000	Aluminum	123	10013408
Analytical Method	PT-TM-WP	8061-04	1005	Antimony	435	10013408
Analyst Name	PT-TM-WP	8061-04	1010	Arsenic	432	10013408

Verify NELAC Method Codes
After all columns have been mapped, click here

For each column in your file, click on the drop down box and choose corresponding field identification from the list displayed.

In order to upload your file successfully, the file must contain the following fields.

WE Account #	Lot #	NELAC Analyte Code
Analyte	Part #	Result

Although not required we recommend that at a minimum your file also contain units and NELAC Method Code. The other fields if included will help you track the results by analyst, date, etc..

If uploading multiple methods for an analyte, the Method Rank field if included will group all results by method together (e.g. all of your 200.7 results = Method Rank 1 will be together, all of your 6010 results = Method Rank 2 will be together, etc...)

Uploading PT Data

Wibby - Mozilla Firefox
 http://www.wibbypt.com/UploadFile.aspx

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MY ACCOUNT PT HOME PAGE STANDARD LIST AGENCY LIST LOG OUT

port Standard Data

Select a File to Upload
 File: Test Data - Upload WIB-100 III.csv

Identify Rows and Columns
 Row Delimiter: CRLF Column Delimiter: ; Grouping Delimiter: " Contains Header Row:

review: [refresh]

E Account #	Part #	Lot #	NELAC Analyte Code	Analyte	Result	NELAC Method Code	Analytical Method	Analysis Date	Analyst Name	Prep method	units
B-100	PT-TM-WP	8061-04	1000	Aluminum	123	10013408	EPA 200.7	4/1/2007	CHB	EPA 3050	µg/L
B-100	PT-TM-WP	8061-04	1005	Antimony	435	10013408	EPA 200.7	4/1/2007	CHB	EPA 3050	ppb
B-100	PT-TM-WP	8061-04	1010	Arsenic	432	10013408	EPA 200.7	4/1/2007	CHB	EPA 3050	ppb

After rows and columns have been properly identified, [click here.](#)

Account #	NELAC Analyte Code	Analyte	Result	NELAC Method Code	Analytical Method	Analysis Date	Analyst
1000	1000	Aluminum	123	10013408	EPA 200.7	4/1/2007	CHB
1005	1005	Antimony	435	10013408	EPA 200.7	4/1/2007	CHB
1010	1010	Arsenic	432	10013408	EPA 200.7	4/1/2007	CHB

Verify NELAC Method Codes
 After all columns have been mapped, [click here.](#)

14. After all columns have been mapped click here to start the upload. If you are uploading NELAC Method codes and want our system to verify that the correct codes have been entered click on the box shown, otherwise leave the box unchecked.

Uploading PT Data

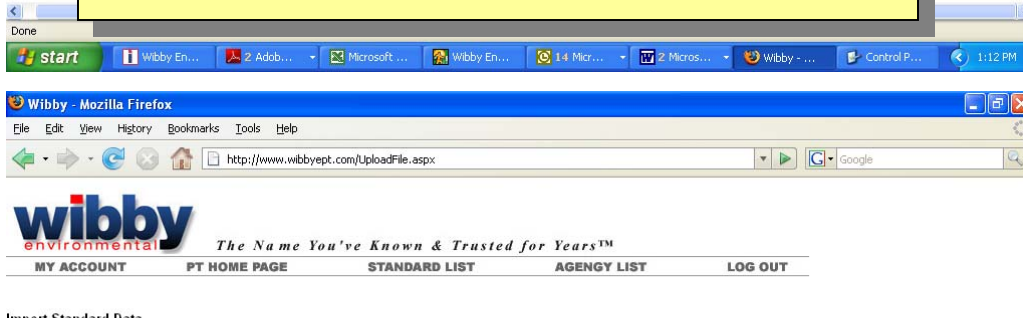


Upload Errors
The following error(s) were encountered while importing your file. Because of this, the file was not uploaded into the PT database. Please review and correct the reported error(s), and try your upload again.

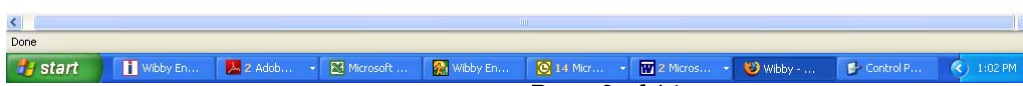
Row #	Row Data	Error
6	WIB-100,PT-TM-WP,8061-04,1025,Baron,245,10013408,EPA 200.7,4/1/2007,CHB,EPA 3050,mg/L,32260,	Incorrect units supplied
8	WIB-100,PT-TM-WP,8061-04,1000,Aluminum,123,10014401,EPA 200.8,4/1/2007,CHB,EPA 3050,ppm,32255,	Incorrect units supplied

[To upload a file again, click here.](#)
[To return to the list of standards, click here.](#)

15. If there are any errors in your file, this screen will appear and the type of error will be described. Common errors are missing fields, incorrect units or incorrect Wibby Account number. For example, the PT program requires that results for the WP Trace Metals standard be reported in ppb. If your file contains the results in ppm, an error message will appear.



16. If there are no errors in your file, this screen will appear telling you that the file has been successfully uploaded. Then click here to return to the list of PT standards.



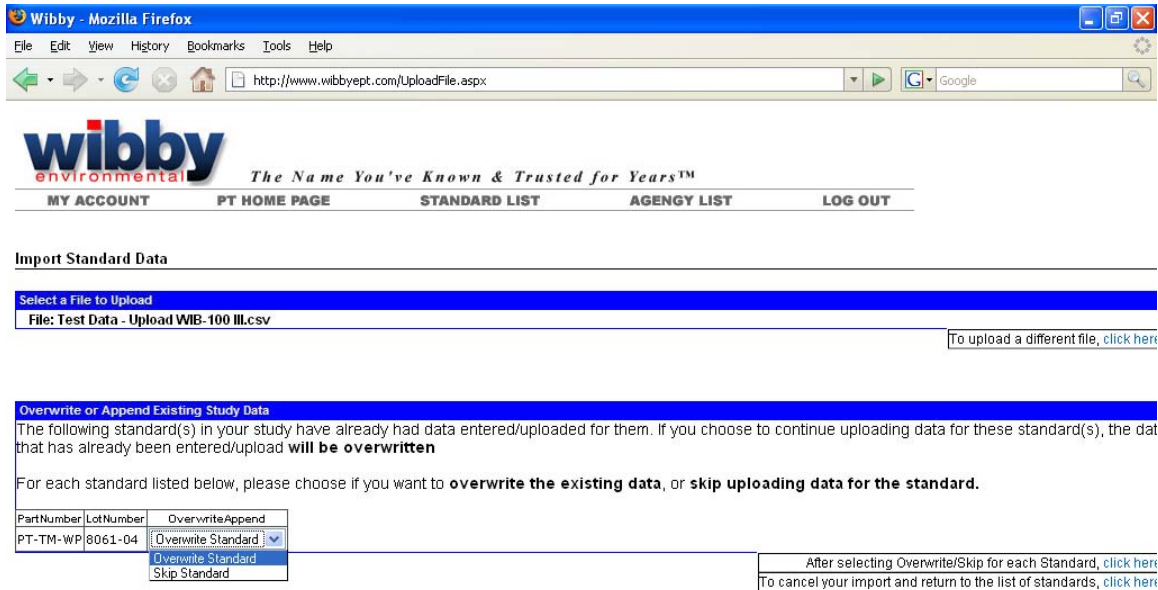
Uploading PT Data

17. Click on any of the standards listed to view the data that has been uploaded.

Analyte	Result	Unit	Method Code (Optional)	Method Description	Analysis Date	Analyst (Optional)	Prep Method (Optional)
Aluminum	123	µg/L	10014401 ?	EPA 200.8	4/1/2007	CHB	EPA 3050
Antimony	435	µg/L	10014401 ?	EPA 200.8	4/1/2007	CHB	EPA 3050
Arsenic	432	µg/L	10014401 ?	EPA 200.8	4/1/2007	CHB	EPA 3050
Barium	345	µg/L	10014401 ?	EPA 200.8	4/1/2007	CHB	EPA 3050
Beryllium	123	µg/L	10014401 ?	EPA 200.8	4/1/2007	CHB	EPA 3050
Boron	245	µg/L	10014401 ?	EPA 200.8	4/1/2007	CHB	EPA 3050
Cadmium	345	µg/L	10014401 ?	EPA 200.8	4/1/2007	CHB	EPA 3050
Chromium		µg/L					
Cobalt		µg/L					

18. The uploaded data will be displayed in the on line data entry screens exactly as if you had typed everything in. At this point you can edit any entry prior to midnight on the study closing date.

Uploading PT Data



The screenshot shows the 'UploadFile.aspx' page in a Mozilla Firefox browser. The page header includes the Wibby logo and navigation links: MY ACCOUNT, PT HOME PAGE, STANDARD LIST, AGENCY LIST, and LOG OUT. The main content area is titled 'Import Standard Data' and contains a file selection box with the file 'Test Data - Upload W1B-100 III.csv'. Below this is a section for 'Overwrite or Append Existing Study Data' with a warning that existing data will be overwritten. A table lists standards with options to 'Overwrite Standard' or 'Skip Standard'.

PartNumber	LotNumber	Overwrite/Append
PT-TM-WP	8061-04	Overwrite Standard

19. Although we recommend only uploading data for any given standard once, if you need to upload a data file a second time, this screen will appear. If data for a standard is already in the Wibby Environmental on line system, the existing data will be overwritten with the data being uploaded.

Our recommended choices for uploading data a second time are to:

- Upload only data for new standards (i.e., those without data already in the system) or
- Include all data for a standard in the new file being uploaded including the data already in the Wibby Environmental on line data entry system.



Uploading PT Data

Trace Metals (Part #: PT-TM-WP) Lot #: 8062-04

METHOD NUMBER: 1 OF 2 GO ADD NEW METHOD DELETE METHOD

DEFAULT SETTINGS: Method Code (Optional) Method Description (15 characters max) Analysis Date

Analyte	Result	Unit	Method Code (Optional)	Method Description	Analysis Date
Aluminum	123	µg/L	10013408 ?	EPA 200.7	4/1/20
Antimony	456	µg/L	10014401 ?	EPA 200.8	4/1/20
Arsenic	123	µg/L	10013408 ?	EPA 200.7	4/1/20
Barium	456	µg/L	10014401 ?	EPA 200.8	4/1/20
Beryllium	123	µg/L	10013408 ?	EPA 200.7	4/1/20

Done

20. We highly recommend you obtain a hardcopy of the PT data you've entered for your records. To obtain a record for a single standard click on the "Data Entry Report" link on the standard page.

To obtain a report for the all of the standards in an entire study, go to the PT Home Page and click on the "Data Entry Report" link.

STANDARD:

- # Trace Metals
- # Mercury
- # Tin and Titanium
- # Chromium VI
- # Demand
- # Minerals
- # Solids
- # Nutrients - #1
- # Nutrients - #2
- # Nutrients - #3

Done

Uploading PT Data

Data Entry Report

WE Account #: NIS-100
Study #: WP0507

EPA ID: NIS1234
NPDES Permit ID:
NPDES Permit Extension:
Company Name: NIST
Contact Name: Reenie Parris
Phone #: 301-975-4016 Ext:
Fax #:

Email Address: mike_ek@hotmail.com
Address: Building 227 Room A111
100 Bureau Drive
Gaithersburg MD 20899-3751

Requested Recipients: FL,GA,NC
Additional Recipients/Instructions:

Trace Metals (PT-TM-WP)

Analyte	Result	Unit	Method Code	Method Description	Analysis Date	Analyst	Prep Method
Method 1 of 2							
Aluminum	123	µg/L	10013408	EPA 200.7	4/1/2007	CHB	EPA 3050
Antimony	456	µg/L	10014401	EPA 200.8	4/1/2007	CHB	EPA 3050
Arsenic	123	µg/L	10013408	EPA 200.7	4/1/2007	CHB	EPA 3050
Barium	456	µg/L	10014401	EPA 200.8	4/1/2007	CHB	EPA 3050
Beryllium	123	µg/L	10013408	EPA 200.7	4/1/2007	CHB	EPA 3050
Boron	123	µg/L	10013408	EPA 200.7	4/1/2007	CHB	EPA 3050
Cadmium	123	µg/L	10013408	EPA 200.7	4/1/2007	CHB	EPA 3050
Chromium							
Cobalt							
Copper							
Iron							
Lead							
Manganese							
Molybdenum							
Nickel							
Selenium							
Silver							
Strontium							
Thallium							
Vanadium							
Zinc							
Method 2 of 2							
Aluminum	456	µg/L	10014401	EPA 200.8	4/1/2007	CHB	EPA 3050
Antimony							
Arsenic	456	µg/L	10014401	EPA 200.8	4/1/2007	CHB	EPA 3050
Barium							
Beryllium	456	µg/L	10014401	EPA 200.8	4/1/2007	CHB	EPA 3050
Boron	456	µg/L	10014401	EPA 200.8	4/1/2007	CHB	EPA 3050
Cadmium	456	µg/L	10014401	EPA 200.8	4/1/2007	CHB	EPA 3050
Chromium							
Cobalt							
Copper							
Iron							

21. Your report will then be generated on screen. The first page will summarize your contact information and the agencies that you requested to receive copies of your final report. Please make sure your email address is correct, as this is where your preliminary and final reports will be sent.

The remaining pages will include all of your data that is in the Wibby Environmental on line data system.

You can print and/or save the file.

Uploading PT Data

22. What do I do next?

Once you've uploaded your results on line, all you need to do is wait for the study to end. If at some point you've discovered an error in your data entry or simply wish to change something, you can do so up until 12:00 midnight on the study closing date. Please note that we cannot correct any data entry errors unless Wibby Environmental made the errors.

Preliminary reports

A complete preliminary report with evaluations is sent to the email address on file on the Tuesday following the closing date of the PT study for all customers who uploaded or entered their PT data on line. The report includes your results, the assigned values, acceptance limits, and evaluations.



Complete Preliminary PT Reports Now Available

Final reports

As required by EPA, NELAC and state criteria, all final reports are sent to you and all authorized agencies within 21 days of the closing date of the study. Please note that only those agencies you checked on the Agency List prior to study closing will receive the report.

Questions?

If you have any questions or need further assistance, please contact Wibby Environmental at 1-866-WibbyPT (866-942-2978).