

# Radon and Water Sampling Program (RWSP)

## Application User Guide

April 2018

Nova Scotia Department of Transportation and Infrastructure Renewal

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## General Screen Overview Shot and Explanations

NOVA SCOTIA CANADA

Radon and Water Sampling Program  
None Production Environment  
Welcome Robyn Parsons | Log Out

Sampling Reports Administration

Water Sampling Requests

Water Sample Location Search

District: Select County: Select  
Community: Select Site: Select  
Asset: Select Water Source: Select

Search

Water Sample Locations

Sample Location	Asset Name	Site Name	Department	Civic Address	Community	County	District	Pre-treatment	Water Source
First Floor Washroom - Room 101	Garage	Hwy Ops Base - New Ross	Transportation and Infrastructure Renewal	177 WINDSOR RD	New Ross	Lunenburg	Western	✓	
Washroom Rm 102	Garage	Hwy Ops Base - Lequille	Transportation and Infrastructure Renewal	85 CAPE RD	Lequille	Annapolis	Western	✓	
Bathroom tap - main floor	Garage	Hwy Ops Base - Barrington	Transportation and Infrastructure Renewal	2180 TK3	Barrington	Shelburne	Western	✓	

Water Sampling Requests

No Records Found

Add Request

Once you log into the application you will automatically be brought to this page. The following will explain the features on this page and subsequent pages in the application.

  in this box you will see the navigation tabs for the application you as users have access to aka the **Main Menu**;

→ this arrow shows the navigation tab that you are on;

  this box shows the menu items that will appear under the navigation tab for the page that you are on, aka **Sub Menu**, ie if you were on the Administration tab the menu items would be different;

→ this arrow shows which menu item you are on which is associated with the navigation tab as stated above;

  this box represents a mode of searching for your location. Note all your locations will be listed below under the **Water Sample Locations** so by using this feature you can quickly find the location you are looking for;



this box also represents a mode of searching for your location. Here you have the option to sort through the various headings just by clicking on the heading and then clicking on the arrow that appears next to the heading name. All headings in this box have this sorting feature.

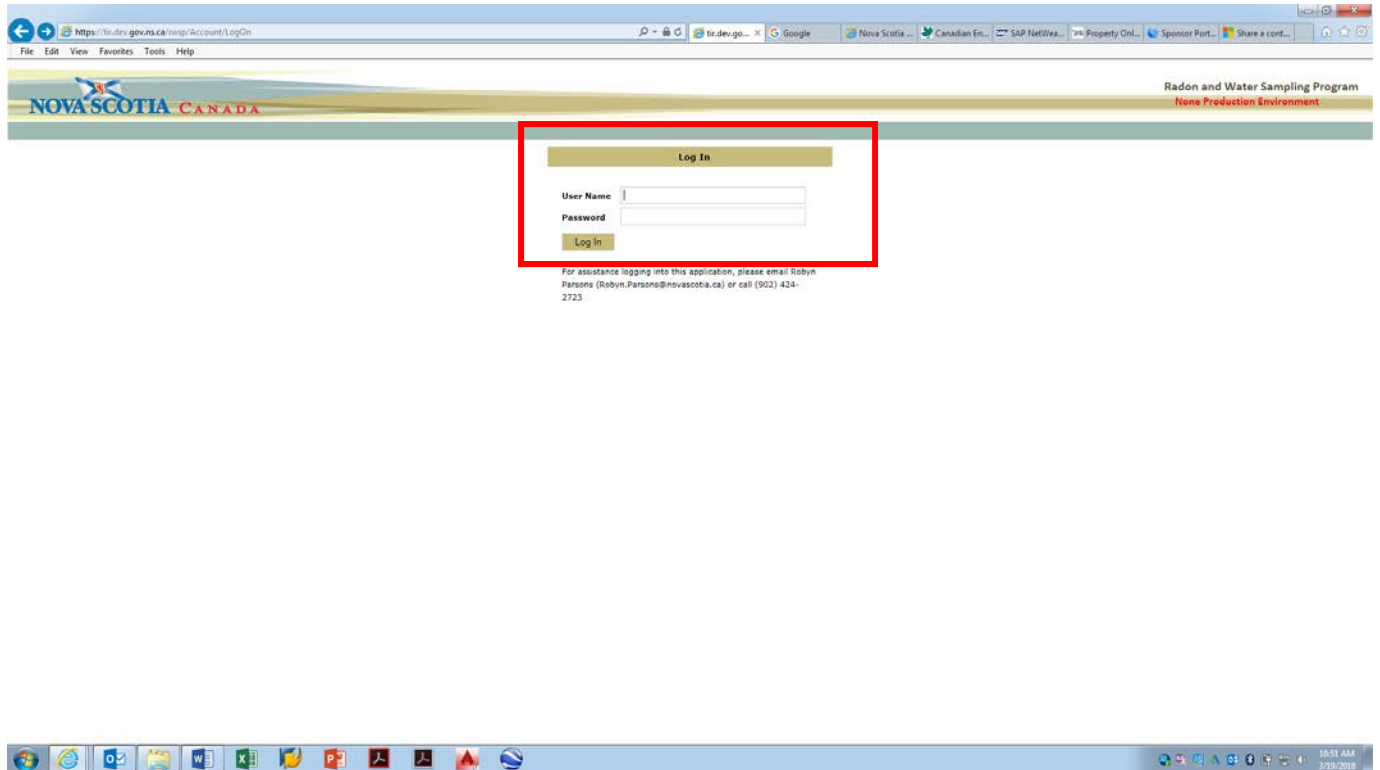
## 1.0 Application Access

### Internal Users

To access the application sign in using the username and password you use to sign into your computer.

The link to the application is : URL: <https://tir.gov.ns.ca/rwsp>

Screen shown below:



### External Users

Please note: if you don't already have a username and password which you will need to access this application, you will have to create an account in Nova Scotia Login System. The steps are as follows:

- Go to RWSP for external users; <http://www.novascotia.ca/apps/rwsp>;
- Click on "Log On" , located at top right hand side;
- Click on "Create an Account" and follow the steps to create your account; and
- Please note that in the last step, you are asked to enter a Confirmation Code. You will need to check the mailbox of the email address you used in the previous steps to obtain the confirmation code.

## 2.0 Administrative

Under the administrative access you will be able to update or add information to the following three (3) categories:

- Water Sample Locations;
- Water Supplies; and
- Contacts.

Let's first look at accessing the "**Administrative Page**". The following steps will guide you to accessing this page:

- Log into the application as show above using your username and password;
- Once logged in you will see the following screen:

The screenshot displays the Nova Scotia Radon and Water Sampling Program Administrative Page. The top navigation bar includes 'Samplings', 'Reports', and 'Administration' (highlighted in blue). The left sidebar lists 'Water Sample Locations', 'Water Supplies', and 'Contacts'. The main content area is titled 'Water Sample Locations' and contains a 'Water Sample Location Search' form. The form has dropdown menus for District, County, Community, Site, Asset, Water Source, and Department. A 'Search' button is located at the bottom right of the form. Below the search form, it states 'No Records Found'. The bottom of the page shows a Windows taskbar with various application icons and a system clock indicating 10:58 AM on 3/15/2018.

- At the top left hand corner of the page you will see three (3) headings; Samplings, Report and Administration. Note: you are already on the Administration page because in the left had corner under the main headings "**Administration**" will be in blue highlight.
- On the left hand side of the page you will see a list of menu items of those you should see:
  - ✓ Water Sample Locations;
  - ✓ Water Supplies; and
  - ✓ Contacts.

The following will describe how to access each of these and make changes and updates.

## 2.1 To Add a New Water Sampling Location

Click on **“Water Sample Locations”** at the left hand side and the following screen will appear:

As you can see it is the same screen as noted above because when you clicked on the Administrative tab it automatically brought you to the **“Water Sampling Locations”** page.

**NOTE: Since this a new fresh application, all the water sampling locations will have to be entered in to the application.**

The following steps will guide you through the process of creating a new water sample location:



Click on “Add Sample Location” as highlighted above in the red box:

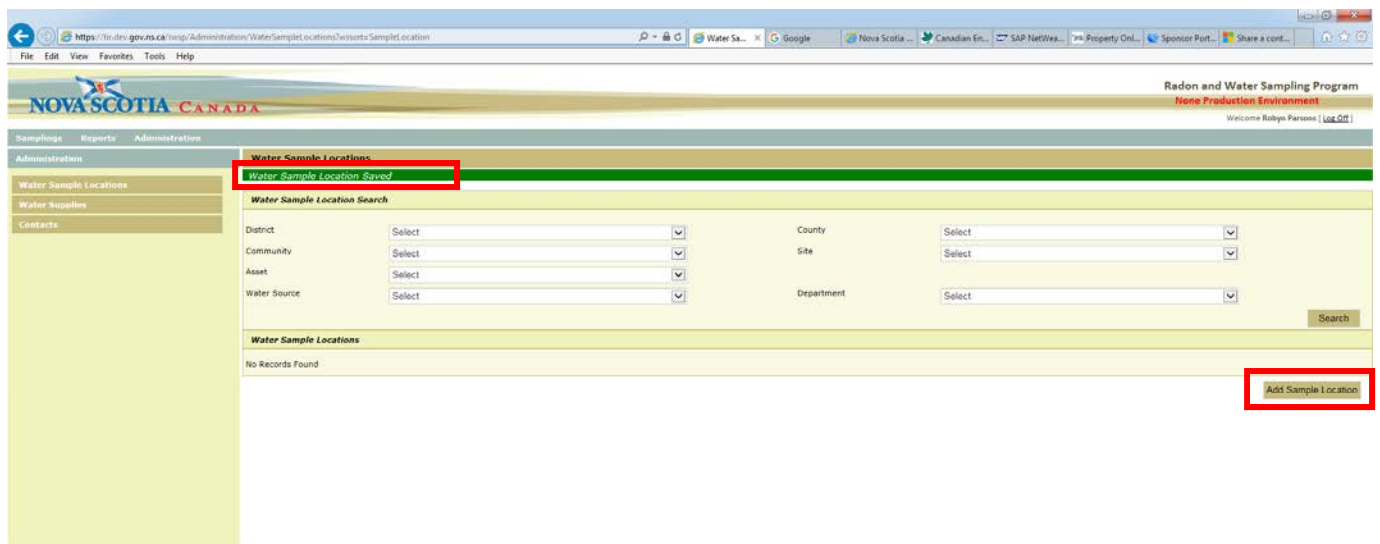
The screenshot shows a web browser window with the URL <https://ns.dns.gov.ns.ca/rwsp/Administration/EditWaterSampleLocation/0>. The page header includes the Nova Scotia Canada logo and the text "Radon and Water Sampling Program" and "None Production Environment". The left sidebar has a menu with "Administration" selected, and sub-items "Water Sample Locations", "Water Supplies", and "Contacts". The main content area is titled "New Water Sample Location" and contains a form with the following fields:

- Site Name\* (dropdown menu)
- Sample Location\* (dropdown menu)
- Contact\* (dropdown menu)
- ☐ Municipal Water
- Water Supply Location (dropdown menu)
- Latitude (text input)
- Asset Name\* (dropdown menu)
- ☐ Pre-treatment
- Longitude (text input)

Red arrows point from the "Site Name\*" dropdown to the "Asset Name\*" dropdown, and from the "Water Supply Location" dropdown to the "Longitude" text input. The "Save" button in the bottom right corner is highlighted with a red box. The Windows taskbar at the bottom shows various application icons and the system clock indicating 11:58 AM on 3/23/2018.

On this screen you will have to fill out the “Site Name” then move to “Asset Name” then move to “Sample Location (please note this should be as specific as possible)” and note there is a pre-treatment check box so if pre-treatment is available click that box off then go to “Site Contact”.

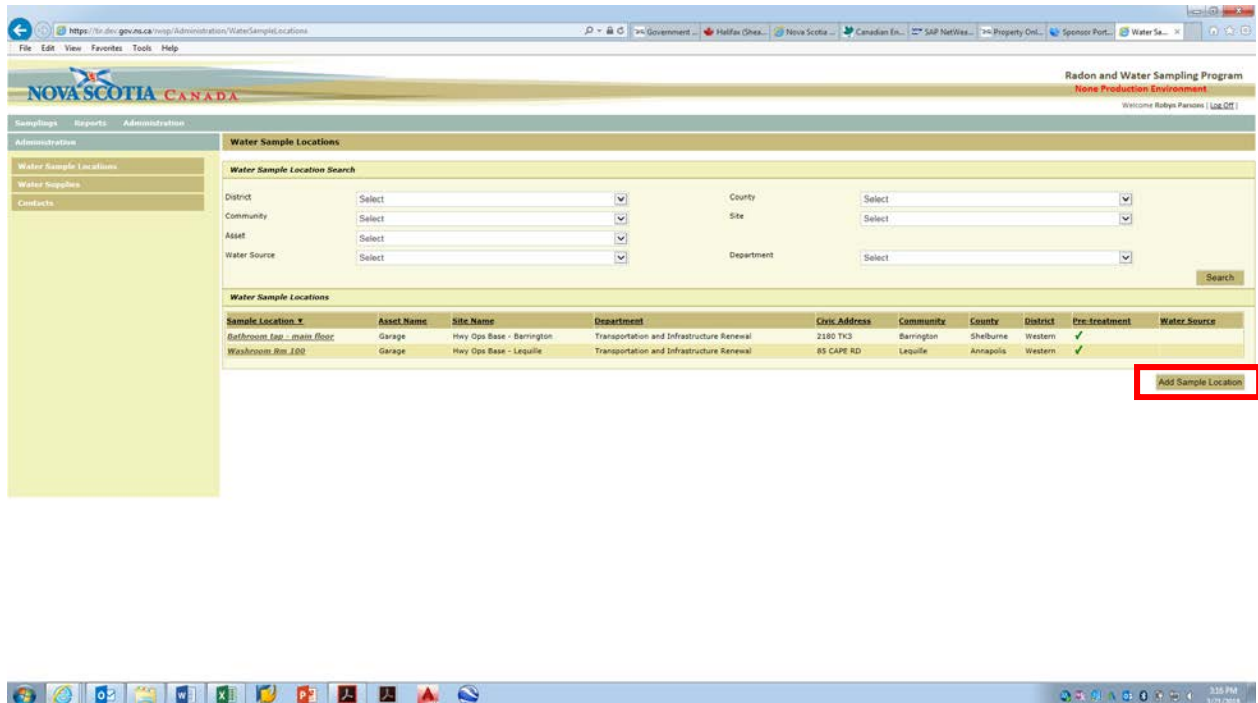
If the “Water Supply Location” is known for the Site it would appear in the drop down list but for this example it has not been created yet. If you know the Latitude and Longitude it would be good to have entered in but if not then it is ok. So once everything is entered in to your satisfaction click “Save” in the lower right hand corner. And the next screen will appear noting the sampling location has been saved.



Then if you want to add a second sampling location simply click on **“Add Sampling Location”**

Example of this process

So under the **“Water Sampling Location”** screen:



I clicked on **"Add Sample Location"** and I entered the following:

- Site Name: Hwy Ops Base – New Ross;
- Asset: Garage;
- Sample Location: First Floor Washroom – Room 101
- Noted: Pre-Treatment sample
- Contact: Robyn Parsons; Phone Number: 9021234567
- Water Supply Location: since this has not been entered into the system yet it will be left blank
- Latitude: unknown at this time- left blank
- Longitude: unknown at this time – left blank

Screen below:

**NOVA SCOTIA CANADA**

Radon and Water Sampling Program  
None Production Environment  
Welcome Robyn Parsons | [Log Off](#)

Administrations

**New Water Sample Location**

**Water Sample Location Details**

Site Name\*  Asset Name\*

Sample Location\*  ☒ Pre-treatment

Contact\*

☐ Municipal Water

Water Supply Location

Latitude  Longitude

**Save** **Back**

Click **“Save”**

**NOVA SCOTIA CANADA**

Radon and Water Sampling Program  
None Production Environment  
Welcome Robyn Parsons | [Log Off](#)

Administrations

**Water Sample Location Saved**

**Water Sample Location Search**

District  County

Community  Site

Asset  Department

Water Source

**Search**

**Water Sample Locations**

No Records Found

**Add Sample Location**

Sample location saved as noted above in green.

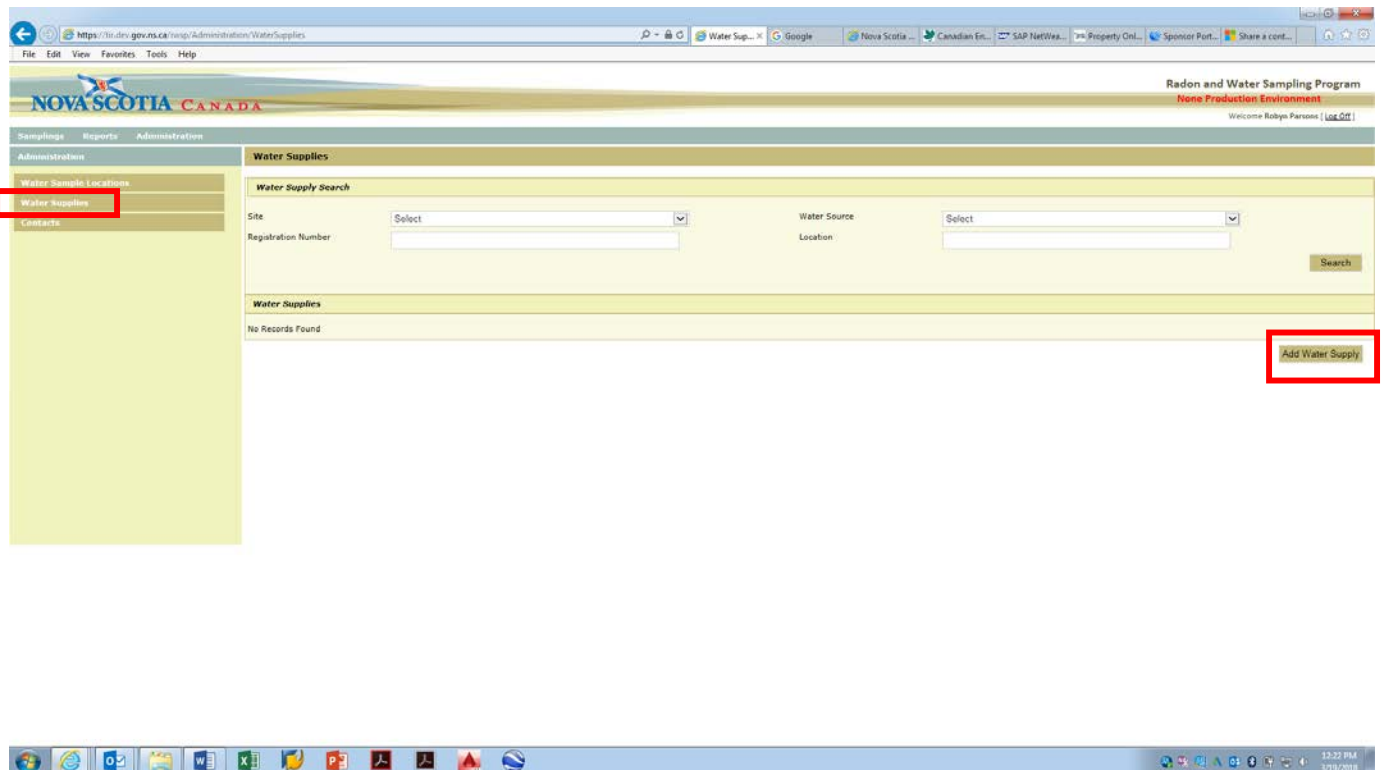
Re-click on **“Water Sample Locations”** and the new water sample location is noted by red arrow. If you want to add a new water sample location click on **“Add Sample Location”**

The screenshot shows the Nova Scotia Government website's 'Water Sample Locations' page. The page has a sidebar with 'Water Sample Locations', 'Water Supplies', and 'Contacts'. The main content area is titled 'Water Sample Locations' and contains a search form and a table of sample locations. A red arrow points to the 'First Floor Washroom - Room 101' entry in the table.

Sample Location ▼	Asset Name	Site Name	Department	Civic Address	Community	County	District	Pre-treatment	Water Source
Bathroom tap - main floor	Garage	Hwy Ops Base - Barrington	Transportation and Infrastructure Renewal	2180 TK3	Barrington	Shelburne	Western	✓	
First Floor Washroom - Room 101	Garage	Hwy Ops Base - New Ross	Transportation and Infrastructure Renewal	177 WINDSOR RD	New Ross	Lunenburg	Western	✓	
Washroom Rm 102	Garage	Hwy Ops Base - Lequille	Transportation and Infrastructure Renewal	85 CAPE RD	Lequille	Annapolis	Western	✓	

## 2.2 To Add a New Water Supply

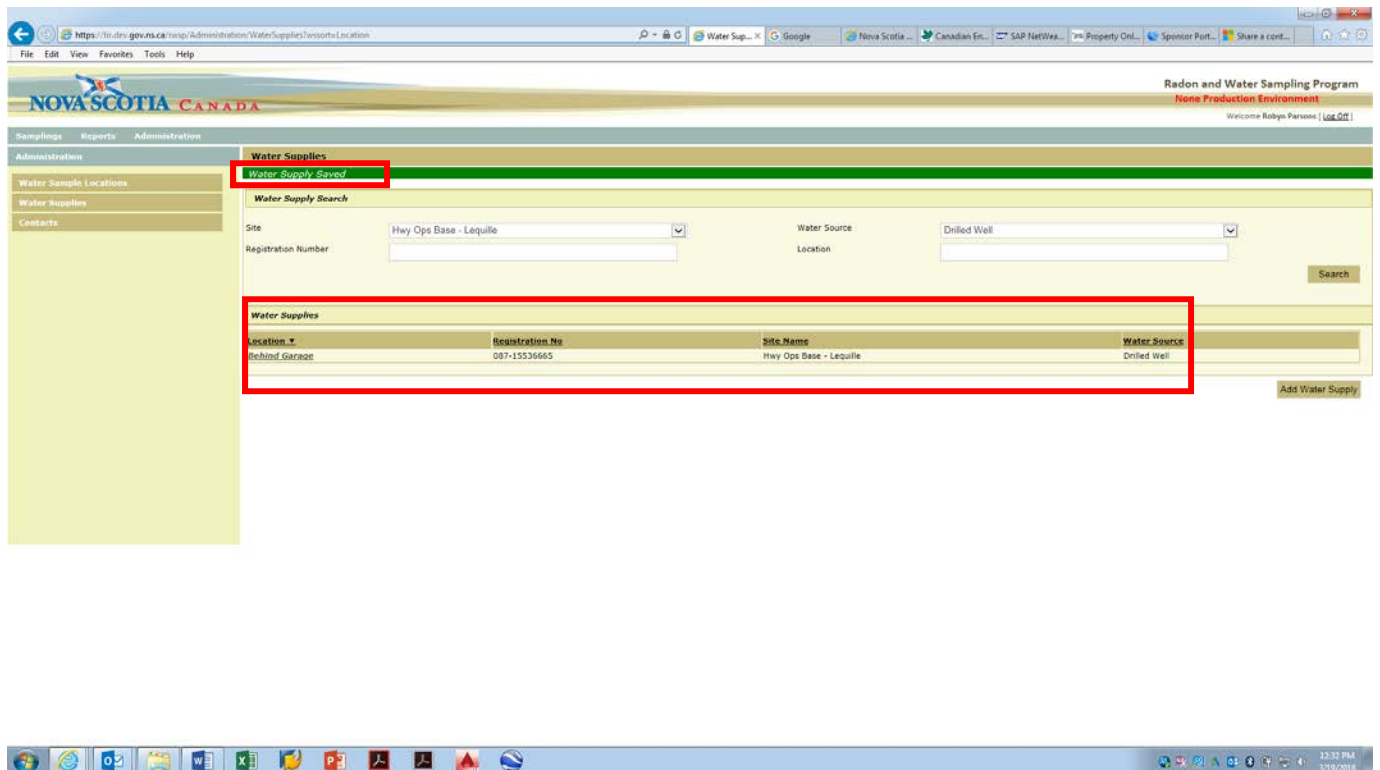
Now click on **“Water Supplies”** upper left hand corner. Again since all information relevant to sampling locations needs to be entered into the new application so does the **“Water Supplies”**. When clicking on **“Water Supplies”** the following screen will appear:



Once on this screen if Water Supplies have been entered into the application you will be able to search for your particular site, if not as is in the case you will have to enter them in by clicking on **“Add Water Supply”** the following screen will appear:

On this screen you enter in all the relevant information related to the water supply. If you know the latitude and longitude great please enter it in, if not that is ok it can be entered in later.

Once all the information is entered click **“Save”** in the lower right hand corner. Once **“Save”** is clicked the following screen will appear:



Note at the top of the screen in green it states the water supply is saved and the information is noted below under Water Supplies. Again if you want to add another water supply location for this site simply click on **“Add Water Supply”** lower right corner.

#### Example of this process

In the screen shown below click on **“Add Water Supply”** and I entered the following:

- Site Name: Hwy Ops Base – New Ross;
- Category: Registered;
- Water Supply Location: Behind garage will yellow barriers surrounding it;
- Registration Number: 087-123456789;
- Water Source History – Drilled well installed in 1987 – replaced dug well;
- Well Depth: 107 m;
- Well Log: 087-123456;
- Pump Depth: 87 m;
- Pump Description: submersible 0.25 hp (Grundfos);
- Max Users: 25;
- Treatment History: Hard Water – softener installed 1995;
- Treatments: selected “Water Softener” from the list box (note: Hold “Ctrl” key on the keyboard, if you need to multi-select or de-select item);
- Latitude: unknown at this time;
- Longitude: unknown at this time



https://td.dns.gov.ns.ca/wwp/Administration/WaterSupplies

File Edit View Favorites Tools Help

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Administrative

Water Sample Locations  
Water Supplies  
Contacts

Water Supplies

Water Supply Search

Site: Select Water Source: Select  
Registration Number: Location: Search

Location	Registration No	Site Name	Water Source
Behind Garage	087-1553665	Hay Ops Base - Lequille	Drilled Well

Add Water Supply

https://td.dns.gov.ns.ca/wwp/Administration/EditWaterSupply/0

File Edit View Favorites Tools Help

NOVA SCOTIA CANADA

Radon and Water Sampling Program  
None Production Environment  
Welcome Robyn Parsons | Log Off

Administrative

Water Sample Locations  
Water Supplies  
Contacts

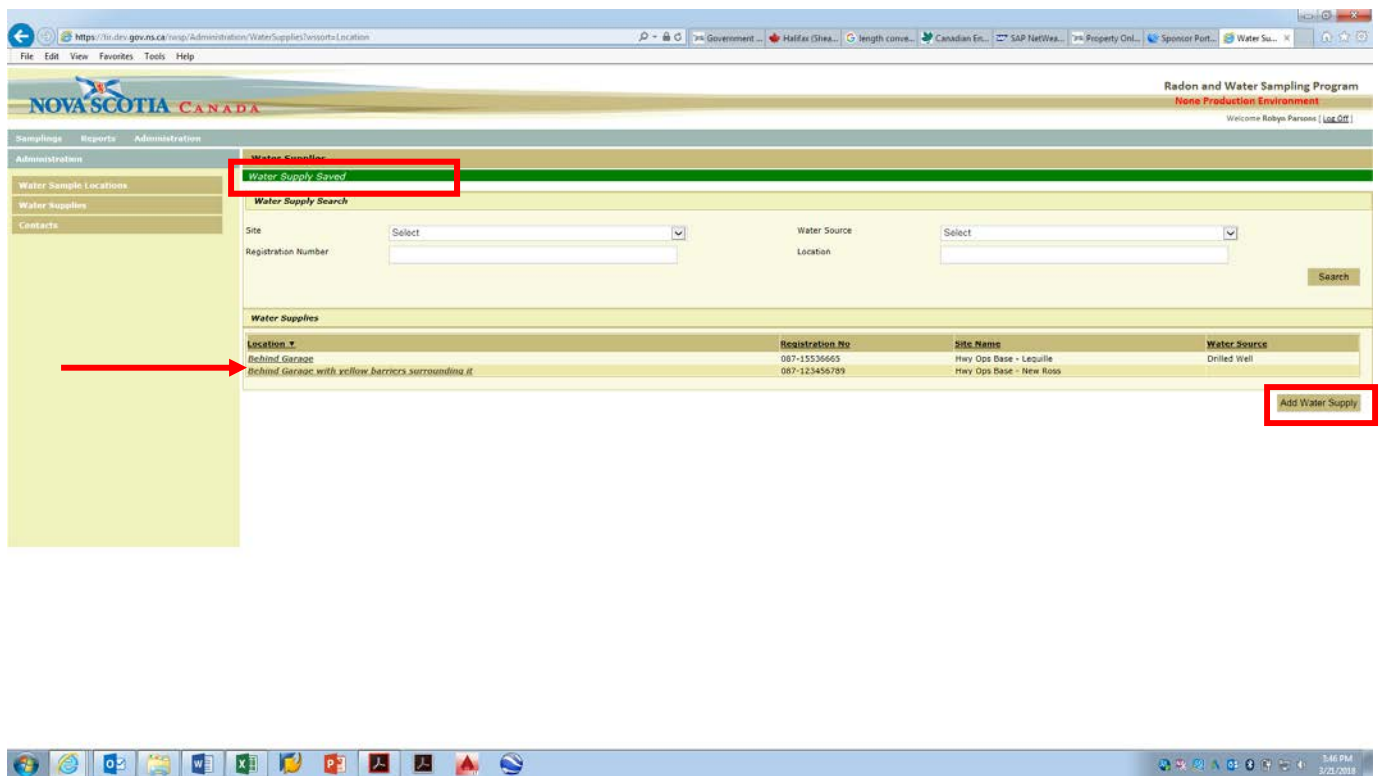
New Water Supply

Water Supply Details

Site Name\*: Hay Ops Base - New Ross Category: Registered  
Water Supply Location\*: Behind Garage with yellow barriers surrounding it Registration Number: 087-123456789  
Water Source: Select Well Depth (m): 107  
Water Source History: Drilled well installed in 1987 - replaced dug well Pump Depth (m): 87  
Well Log Number: 087-123456  
Pump Description: submersible 0.25 hp (Grundfos) Treatment History: Hard Water softener installed 1995  
Max Users: 25  
Treatments: Filtration, Ozonation, pH, Reverse Osmosis, UV, Water Softener  
Latitude: Longitude:

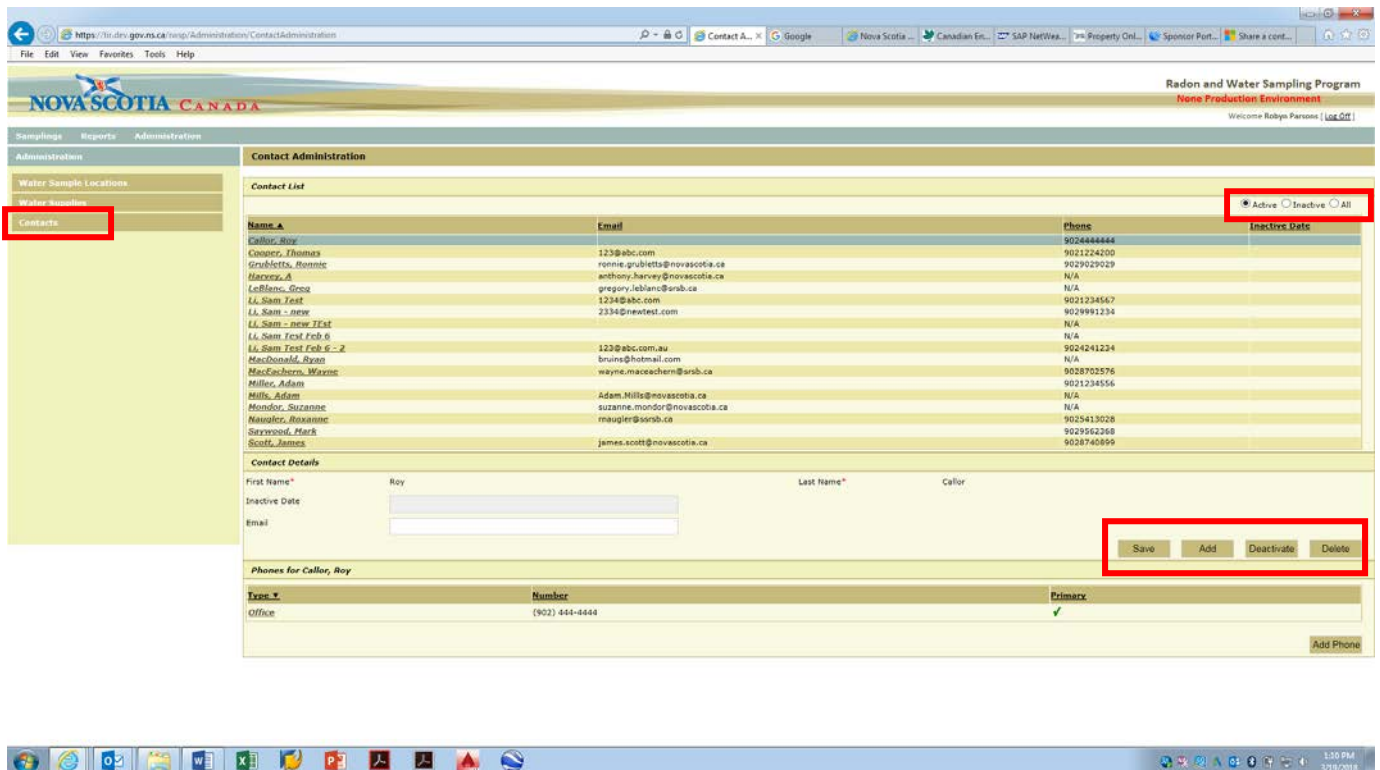
Save Back

Click **"Save"** new water supply noted by red arrow and successfully saved noted in green. If you want to add a new water supply click on **"Add Water Supply"** lower right hand corner.



## 2.3 Adding New Contact

1. To add a new contact click on **“Contacts”** on the left hand side of the screen when doing so the following screen will appear:



On this screen you will see in the top right corner you can view all the “Active”, “Inactive” or “All” contacts in the system by clicking the radio buttons.

Under “Contact Details” you will see the name of the contact, email address and inactivation date if they happen to no longer be the contact for a particular site. You will also be able to “Save”, “Add”, “Deactivate” and “Delete” a contact.

Once you add a new contact you will then be able to add a phone number for that person.

To “Add” a new contact click on “Add” in the lower right corner of the screen and the following screen will appear:

NOVA SCOTIA CANADA

Radon and Water Sampling Program  
None Production Environment  
Welcome Robyn Parsons | Log Off

Administrative

Water Sample Locations  
Water Supplies  
Contacts

Contact Administration

Contact List

Name	Email	Phone	Inactive Date
Callor, Roy		9024444444	
Cooper, Thomas	123@abc.com	9021224200	
Grubletts, Ronnie	ronnie.grubletts@novascotia.ca	9029029029	
Harvey, A	anthony.harvey@novascotia.ca	N/A	
LeBlanc, Greg	gregory.leblanc@nsrb.ca	N/A	
LL Sam - new	2334@newtest.com	9029991234	
LL Sam - new Test		N/A	
LL Sam Test	1234@abc.com	9021234567	
LL Sam Test Feb 6		N/A	
LL Sam Test Feb 6 - 2	123@abc.com.au	9024241234	
MacDonald, Ryan	bruno@hotmail.com	N/A	
MacEachern, Wayne	wayne.maceachern@nsrb.ca	9028702576	
Miller, Adam		9021234556	
Hills, Adam	Adam.Hills@novascotia.ca	N/A	
Mondor, Suzanne	suzanne.mondor@novascotia.ca	N/A	
Naugler, Roxanne	rnaugler@nsrb.ca	9025413028	
Raymond, Mark		9029562368	
Scott, James	james.scott@novascotia.ca	9028740899	

Contact Details

First Name\*

Last Name\*

Inactive Date

Email

Save Cancel



Fill out the areas noted first name, last name and email address and click “Save” and the following screen will appear:

NOVA SCOTIA CANADA

Radon and Water Sampling Program  
None Production Environment  
Welcome Robyn Parsons | Log Off

Administrative

Water Sample Locations  
Water Supplies  
Contacts

Contact Administration

Contact Saved

Contact List

Name	Email	Phone	Inactive Date
Callor, Roy		9024444444	
Cooper, Thomas	123@abc.com	9021224200	
Grubletts, Ronnie	ronnie.grubletts@novascotia.ca	9029029029	
Harvey, A	anthony.harvey@novascotia.ca	N/A	
LeBlanc, Greg	gregory.leblanc@nsrb.ca	N/A	
LL Sam - new	2334@newtest.com	9029991234	
LL Sam - new Test		N/A	
LL Sam Test	1234@abc.com	9021234567	
LL Sam Test Feb 6		N/A	
LL Sam Test Feb 6 - 2	123@abc.com.au	9024241234	
MacDonald, Ryan	bruno@hotmail.com	N/A	
MacEachern, Wayne	wayne.maceachern@nsrb.ca	9028702576	
Miller, Adam	Adam.Hills@novascotia.ca	9021234556	
Mondor, Suzanne	suzanne.mondor@novascotia.ca	N/A	
Naugler, Roxanne	rnaugler@nsrb.ca	9025413028	
Parsons, Robyn	robyn.parsons@novascotia.ca	N/A	
Raymond, Mark		9029562368	
Scott, James	james.scott@novascotia.ca	9028740899	

Contact Details

First Name\* Robyn

Last Name\* Parsons

Inactive Date

Email robyn.parsons@novascotia.ca

Save Add Deactivate Delete

Phones for Parsons, Robyn

No Records Found

Add Phone



On this screen you will see at the top highlighted in green that the new contact was saved. Highlighted in blue in the list of contacts will be the new contact created and the information entered in for the new contact is shown below.

To add a phone number for the new contact click on **“Add Phone”** and the following screen will appear:

The screenshot shows a web browser window with the URL <https://hr.dss.gov.ns.ca/misp/Administration/EditPhone/51CContact65n24>. The page header includes the Nova Scotia Canada logo and the text "Radon and Water Sampling Program" and "None Production Environment". The user is logged in as "Welcome Robbye Parsons | Log Out". The left sidebar shows a navigation menu with "Administration" selected, and sub-items "Water Sample Locations", "Water Supplies", and "Contacts". The main content area is titled "Add/Edit Phone" and contains a "Phone Details" section. This section has a "Phone Type" dropdown menu (currently set to "Select"), a "Phone Number" text input field, and a "Primary" checkbox. To the right of these fields is a text label "eg: 9990887777". At the bottom right of the form are "Save" and "Cancel" buttons. A red rectangle highlights the "Phone Details" section, and another red rectangle highlights the "Save" button.

Enter in the required details click **“Save”** and the following screen will appear:

**NOVA SCOTIA CANADA**

Redon and Water Sampling Program  
None Production Environment  
Welcome Robyn Parsons | [Log Out](#)

**Contact Administration**

**Contact List**

Name, A	Email	Phone	Inactive Date
Callor, Roy		9024444444	
Cooper, Thomas	123@abc.com	9021224200	
Grubickis, Rennie	rennie.grubickis@novascotia.ca	9029029029	
Harvey, A	anthony.harvey@novascotia.ca	N/A	
LeBlanc, Greg	gregory.leblanc@nsrb.ca	N/A	
Li, Sam Test	1234@abc.com	9021234567	
Li, Sam - new Test	2334@newtest.com	9029991234	
Li, Sam Test Feb 6		N/A	
Li, Sam Test Feb 6 - 2	123@abc.com.au	9024241234	
MacDonald, Ryan	bruno@hotmail.com	N/A	
MacEachern, Wayne	wayne.maceachern@nsrb.ca	9028702576	
Miller, Adam		9021234556	
Hills, Adam	Adam.Hills@novascotia.ca	N/A	
Mondor, Suzanne	suzanne.mondor@novascotia.ca	N/A	
Naugle, Roxanne	rnaugle@nsrb.ca	9025413028	
Parsons, Robyn	robyn.parsons@novascotia.ca	9021234567	
Saxenof, Mark		9028562368	

**Contact Details**

First Name\* Robyn Last Name\* Parsons

Inactive Date

Email robyn.parsons@novascotia.ca

Save Add Deactivate Delete

**Phones for Parsons, Robyn**

Type, T	Number	Primary
Cell	(902) 123-4567	✓

Add Phone

On this screen you will see the new contact that was created highlighted in blue in the list, the contact details entered to create the contact and the phone number just provided for that contact.

### Example of this process

So under **“Administration”** click on **“Contacts”** and the following screen will appear:

https://tr-dev.gov.ns.ca/rwsp/Administration/ContactAdministration

NOVA SCOTIA CANADA

Radon and Water Sampling Program  
None Production Environment  
Welcome Robyn Parsons | Log Off

Administration

Water Sample Locations  
Water Supplies  
Contacts

Contact Administration

Contact List

Active Inactive All

Name	Email	Phone	Inactive Date
Callor, Roy		9024444444	
Cooper, Thomas	123@abc.com	9021224200	
Grubletts, Ronnie	ronnie.grubletts@novascotia.ca	9029029029	
Harvey, Anthony	anthony.harvey@novascotia.ca	N/A	
LeBlanc, Greg	gregory.leblanc@nsrb.ca	N/A	
Li, Sam - Test	1234@abc.com	9021234567	
Li, Sam - new Test	2334@newtest.com	9029991234	
Li, Sam - Test Feb 6		N/A	
Li, Sam - Test Feb 6 - 2	123@abc.com.au	9024241234	
MacDonald, Ryan	bruno@hotmail.com	N/A	
MacEachern, Wayne	wayne.maceachern@nsrb.ca	9028702576	
Miller, Adam		9021234556	
Mills, Adam	Adam.Mills@novascotia.ca	N/A	
Mondor, Suzanne	suzanne.mondor@novascotia.ca	N/A	
Naugle, Roxanne	rnaugle@nsrb.ca	9025413028	
Parsons, Robyn	robyn.parsons@novascotia.ca	9021234567	
Saywood, Mark		9026562368	
Scott, James	james.scott@novascotia.ca	9028740899	

Contact Details

First Name\* Roy Last Name\* Callor

Inactive Date

Email

Save Add Deactivate Delete

Phones for Callor, Roy

Type	Number	Primary
Office	(902) 444-4444	✓

Add Phone

I am going to create a new contact so I will need to click "Add" and the following screen will appear:

https://tr-dev.gov.ns.ca/rwsp/Administration/ContactAdministration/ContactDetails?ContactID=15&SelectedContactView=active&tab=1

NOVA SCOTIA CANADA

Radon and Water Sampling Program  
None Production Environment  
Welcome Robyn Parsons | Log Off

Administration

Water Sample Locations  
Water Supplies  
Contacts

Contact Administration

Contact List

Active Inactive All

Name	Email	Phone	Inactive Date
Callor, Roy		9024444444	
Cooper, Thomas	123@abc.com	9021224200	
Grubletts, Ronnie	ronnie.grubletts@novascotia.ca	9029029029	
Harvey, Anthony	anthony.harvey@novascotia.ca	N/A	
LeBlanc, Greg	gregory.leblanc@nsrb.ca	N/A	
Li, Sam - new Test	2334@newtest.com	9029991234	
Li, Sam - Test	1234@abc.com	N/A	
Li, Sam - Test Feb 6	1234@abc.com	9021234567	
Li, Sam - Test Feb 6 - 2	123@abc.com.au	9024241234	
MacDonald, Ryan	bruno@hotmail.com	N/A	
MacEachern, Wayne	wayne.maceachern@nsrb.ca	9028702576	
Miller, Adam		9021234556	
Mills, Adam	Adam.Mills@novascotia.ca	N/A	
Mondor, Suzanne	suzanne.mondor@novascotia.ca	N/A	
Naugle, Roxanne	rnaugle@nsrb.ca	9025413028	
Parsons, Robyn	robyn.parsons@novascotia.ca	9021234567	
Saywood, Mark		9026562368	
Scott, James	james.scott@novascotia.ca	9028740899	

Contact Details

First Name\* Inactive Date Email

Last Name\*

Save Cancel

So under contact details I have entered the following:



- First Name: Elmer
- Last Name: Fudd
- Email: [Elmer.Fudd@acme.ca](mailto:Elmer.Fudd@acme.ca)

NOVA SCOTIA CANADA

Radon and Water Sampling Program  
None Production Environment  
Welcome Robyn Parsons | [Log Out](#)

Administration

Water Sample Locations  
Water Supplies  
Contacts

Contact Administration

Contact List

Name	Email	Phone	Inactive Date
Callor, Roy	123@abc.com	9024444444	
Conner, Thomas	ronnie.grubietta@novascotia.ca	9021224200	
Grubietta, Ronnie	anthony.harvey@novascotia.ca	9029029029	
Hacrey, A	gregory.leblanc@nsrb.ca	N/A	
LeBlanc, Greg	2334@newtest.com	9029991234	
LI, Sam - new Test		N/A	
LI, Sam - Test	1234@abc.com	9021234567	
LI, Sam - Test Feb 8	123@abc.com.au	N/A	
LI, Sam - Test Feb 8 - 2	bruins@hotmail.com	9024241234	
MacDonald, Ryan	wayne.maceachern@nsrb.ca	N/A	
MacEachern, Wayne		9028702576	
Miller, Adam	Adam.Mills@novascotia.ca	9021234556	
Mills, Adam		N/A	
Mondor, Suzanne	suzanne.mondor@novascotia.ca	N/A	
Naugler, Roxanne	maugler@nsrb.ca	9025413028	
Parsons, Robyn	robyn.parsons@novascotia.ca	9021234567	
Saywood, Mark		9025662368	
Scott, James	james.scott@novascotia.ca	9028740899	

Contact Details

First Name\*  Last Name\*

Inactive Date

Email

**Save** Cancel



Then click “Save” and the following screen will appear:



**NOVA SCOTIA CANADA**

Radon and Water Sampling Program  
None Production Environment  
Welcome Robyn Parsons | [Log Off](#)

**Contact Administration**

**Contact Saved**

**Contact List**

Name *	Email	Phone	Inactive Date
Callor, Roy	123@abc.com	9024444444	
Cooper, Thomas	Elmer.Fudd@novascotia.ca	9021224200	
Fudd, Elmer	Elmer.Fudd@novascotia.ca	N/A	
Grubletts, Bonnie	ronnie.grubletts@novascotia.ca	9026029029	
Harvey, A	anthony.harvey@novascotia.ca	N/A	
LeBlanc, Gneal	gregory.leblanc@nsrb.ca	N/A	
Li, Sam - new	2334@newtest.com	9029901234	
Li, Sam - new Test		N/A	
Li, Sam Test	1234@abc.com	9021234567	
Li, Sam Test Feb 6		N/A	
Li, Sam Test Feb 6 - 2	123@abc.com.au	9024241234	
MacDonald, Brian	bruns@hotmail.com	N/A	
MacEachern, Wayne	wayne.maceachern@nsrb.ca	9028702576	
Miller, Adam	Adam.Mills@novascotia.ca	9021234556	
Mills, Adam		N/A	
Mondor, Suzanne	suzanne.mondor@novascotia.ca	N/A	
Maugler, Roxanne	maugler@nsrb.ca	9025413028	
Parsons, Robyn	robyn.parsons@novascotia.ca	9021234567	
Saxwood, Mark		9025562368	
Scott, Brian	brian.scott@novascotia.ca	9028740899	

**Contact Details**

First Name\* Elmer Last Name\* Fudd

Inactive Date

Email Elmer.Fudd@novascotia.ca

**Phones for Fudd, Elmer**

No Records Found

**Add Phone**



To add a phone, click on **“Add Phone”** the following screen will appear:

**NOVA SCOTIA CANADA**

Radon and Water Sampling Program  
None Production Environment  
Welcome Robyn Parsons | [Log Off](#)

**Add/Edit Phone**

**Phone Details**

Phone Type\* Select

Phone Number\* 9998887777

Primary ☐

**Save Cancel**



Here I have entered in the following:

- Phone Type: Cell
- Phone Number: 9024567890
- Primary: checked off

NOVA SCOTIA CANADA

Radon and Water Sampling Program  
None Production Environment

Administration

Add/Edit Phone

Phone Details

Phone Type\* Cell

Phone Number\* 9024567890 eg: 9998887777

Primary ☒

Save Cancel

Click "Save"

https://tr-dev.gov.ns.ca/ovsp/Administration/ContactAdministration/SelectedContacts25/SelectedContactView.aspx

NOVA SCOTIA CANADA

Radon and Water Sampling Program  
None Production Environment  
Welcome Robyn Parsons | [Log Off](#)

Administration

Water Sample Locations  
Water Supplies  
Contacts

Contact Administration

Contact List

Active Inactive All

Name, A	Email	Phone	Inactive Date
Callor, Roy		9024444444	
Conner, Thomas	123@abc.com	9021224200	
Fudd, Elmer	Elmer.Fudd@novascotia.ca	9024567899	
Grubletts, Bonnie	ronnie.grubletts@novascotia.ca	9025055029	
Harvey, A	anthony.harvey@novascotia.ca	N/A	
LeBlanc, Greta	gregory.leblanc@srb.ca	N/A	
Li, Sam - Test	1234@abc.com	9021234567	
Li, Sam - new	2334@newtest.com	9029991234	
Li, Sam - new, Test		N/A	
Li, Sam - Test Feb 6		N/A	
Li, Sam - Test Feb 6 - 2	123@abc.com.au	9024241234	
MacDonald, Bryan	bruns@hotmail.com	N/A	
MacEachern, Wayne	wayne.maceachern@srb.ca	9028702576	
Miller, Adam	Adam.Hills@novascotia.ca	9021234556	
Hills, Adam		N/A	
Mondor, Suzanne	suzanne.mondor@novascotia.ca	N/A	
Naugle, Roxanne	rnaugler@srb.ca	9025413028	
Parsons, Robyn	robyn.parsons@novascotia.ca	9021234567	
Saxenof, Mark		902562368	
Scott, James	james.scott@novascotia.ca	9028740899	

Contact Details

First Name\* Elmer Last Name\* Fudd

Inactive Date

Email Elmer.Fudd@novascotia.ca

Save Add Deactivate Delete

Phones for Fudd, Elmer

Type, T	Number	Primary
Cell	(902) 456-7890	✓

Add Phone

To deactivate a contact process

https://tr-dev.gov.ns.ca/ovsp/Administration/ContactAdministration

NOVA SCOTIA CANADA

Radon and Water Sampling Program  
None Production Environment  
Welcome Robyn Parsons | [Log Off](#)

Administration

Water Sample Locations  
Water Supplies  
Contacts

Contact Administration

Contact List

Active Inactive All

Name, A	Email	Phone	Inactive Date
Callor, Roy		9024444444	
Conner, Thomas	123@abc.com	9021224200	
Grubletts, Bonnie	ronnie.grubletts@novascotia.ca	9029029029	
Harvey, A	anthony.harvey@novascotia.ca	N/A	
LeBlanc, Greta	gregory.leblanc@srb.ca	N/A	
Li, Sam - Test	1234@abc.com	9021234567	
Li, Sam - new	2334@newtest.com	9029991234	
Li, Sam - new, Test		N/A	
Li, Sam - Test Feb 6		N/A	
Li, Sam - Test Feb 6 - 2	123@abc.com.au	9024241234	
MacDonald, Bryan	bruns@hotmail.com	N/A	
MacEachern, Wayne	wayne.maceachern@srb.ca	9028702576	
Miller, Adam	Adam.Hills@novascotia.ca	9021234556	
Hills, Adam		N/A	
Mondor, Suzanne	suzanne.mondor@novascotia.ca	N/A	
Naugle, Roxanne	rnaugler@srb.ca	9025413028	
Parsons, Robyn	robyn.parsons@novascotia.ca	9021234567	
Saxenof, Mark		902562368	
Scott, James	james.scott@novascotia.ca	9028740899	

Contact Details

First Name\* Roy Last Name\* Callor

Inactive Date

Email

Save Add Deactivate Delete

Phones for Callor, Roy

Type, T	Number	Primary
Office	(902) 444-4444	✓

Add Phone

https://tr-dev.gov.ns.ca/ovsp/Administration/ContactAdministration

To deactivate a contact highlight the contact you want to deactivate by clicking in that person's name and highlighting them blue as noted in the following screen:

The screenshot shows the 'Contact Administration' interface. The 'Contact List' table contains the following data:

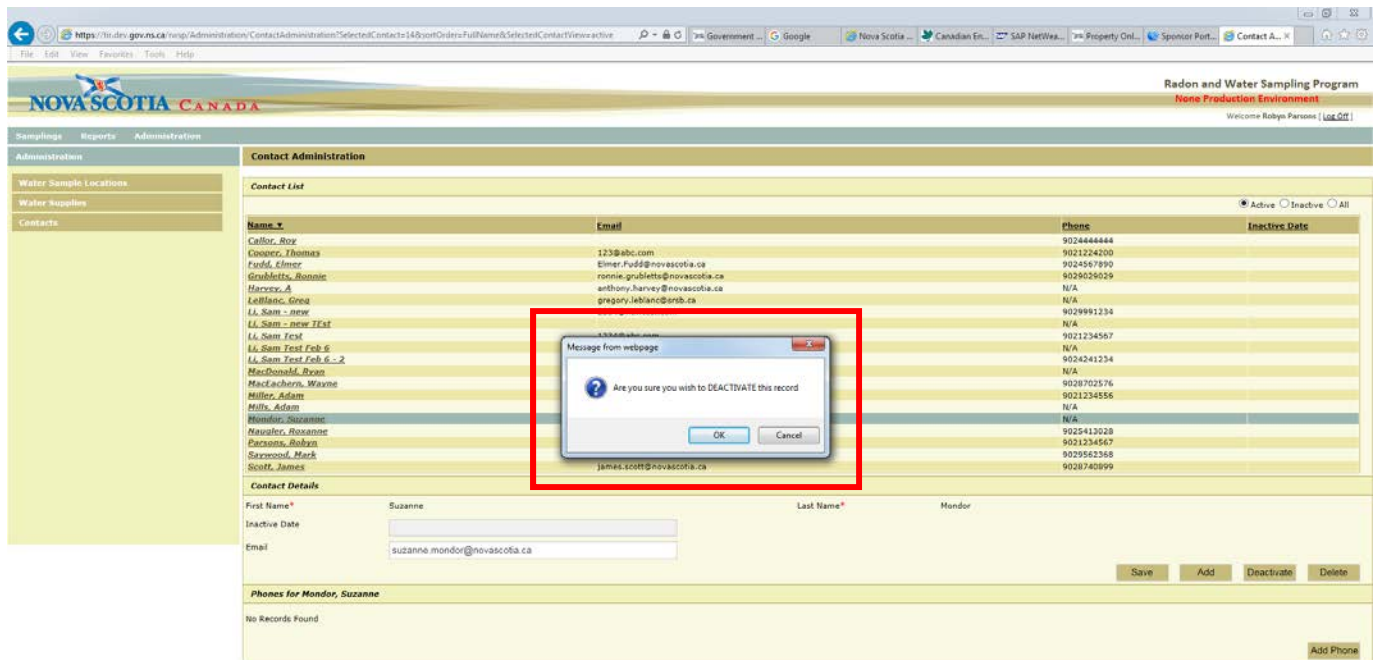
Name	Email	Phone	Inactive Date
Callor, Roy		9024444444	
Cooper, Thomas	123@abc.com	9021224200	
Fuld, Elmer	Elmer.Fuld@novascotia.ca	9024567890	
Graham, Bonnie	ronnie.graham@novascotia.ca	9026026029	
Harvey, A	anthony.harvey@novascotia.ca	N/A	
LeBlanc, Greg	gregory.leblanc@nsrb.ca	N/A	
LL Sam - new	2334@newtest.com	9029991234	
LL Sam - new Test		N/A	
LL Sam Test	1234@abc.com	9021234567	
LL Sam Test Feb 6		N/A	
LL Sam Test Feb 6 - 2	123@abc.com.au	9024241234	
MacDonald, Ryan	bruns@hotmail.com	N/A	
MacLachlan, Wayne	wayne.maclachlan@nsrb.ca	9028702576	
Miller, Adam	Adam.Mills@novascotia.ca	9021234556	
Mills, Adam		N/A	
Mondor, Suzanne	suzanne.mondor@novascotia.ca	N/A	
Maugler, Rosanne	rmaugler@nsrb.ca	9025412028	
Parsons, Robyn	robyn.parsons@novascotia.ca	9021234567	
Saxenof, Mark		9029562368	
Scott, James	james.scott@novascotia.ca	9028740999	

The 'Contact Details' for Suzanne Mondor are as follows:

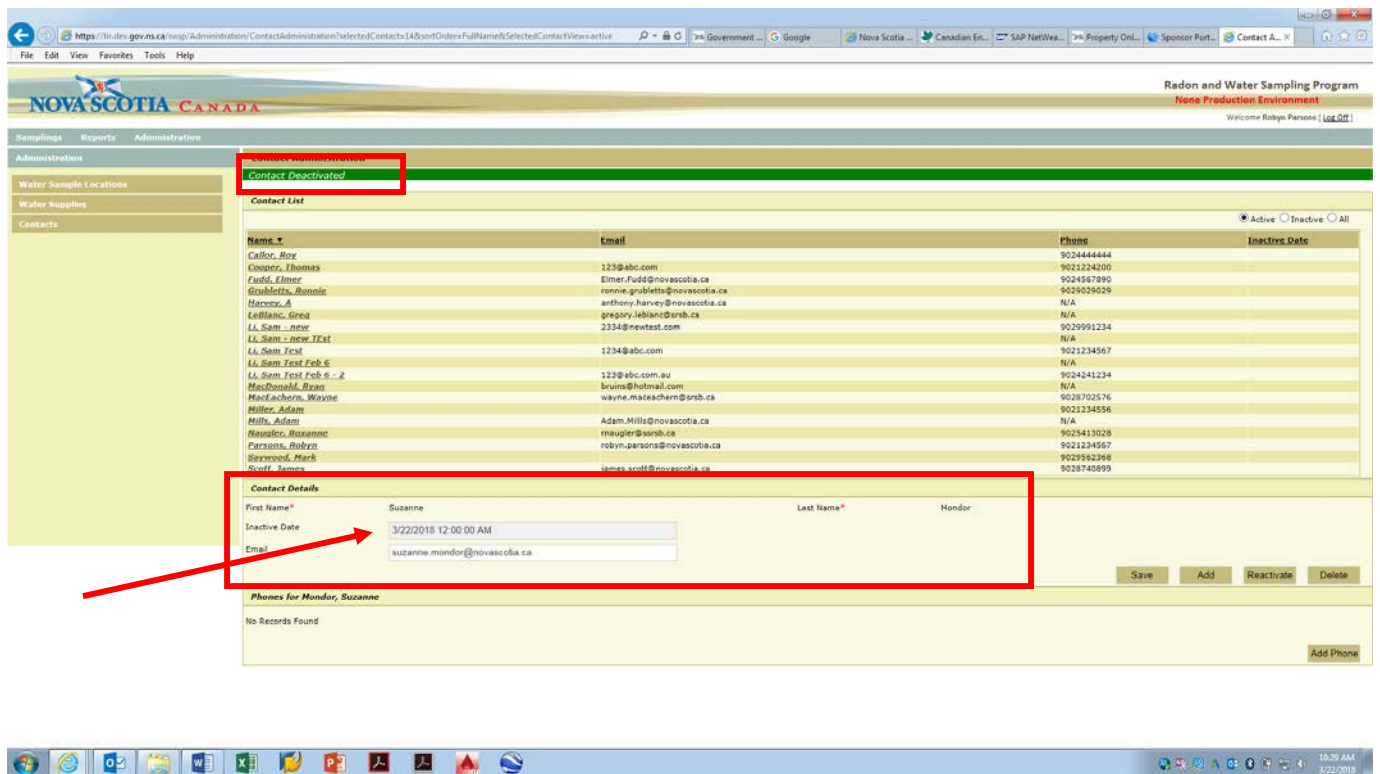
- First Name: Suzanne
- Last Name: Mondor
- Inactive Date: (empty field)
- Email: suzanne.mondor@novascotia.ca
- Phones for Mondor, Suzanne: No Records Found

The 'Deactivate' button is highlighted with a red box.

So once highlighted blue click on “Deactivate”



Notice this screen will appear asking you if you are sure you want to deactivate this person, if so click **“Ok”** and if not click **“Cancel”**. If you click **“Ok”** the following screen will appear:



From this screen it is noted at the top in green that the deactivation was successful; and the contact details note the first, last name of the person, the email address and the deactivation date (red arrow).

### To delete contact process

By clicking on “**Contacts**” left hand side of screen the following screen will appear:

**NOVA SCOTIA CANADA** Radon and Water Sampling Program  
None Production Environment  
Welcome Robyn Parsons | [Log Out](#)

Administration | **Contact Administration**

**Contact List** Active Inactive All

Name	Email	Phone	Inactive Date
Callor, Roy	123@abc.com	9024444444	
Cooper, Thomas	123@abc.com	9021234567	
Fudd, Elmer	Elmer.Fudd@novascotia.ca	9024567890	
Grublets, Bonnie	ronnie.grublets@novascotia.ca	9025678901	
Harvey, A	anthony.harvey@novascotia.ca	N/A	
LeBlanc, Greg	gregory.leblanc@nsrb.ca	N/A	
LI, Sam Test	1234@abc.com	9021234567	
LI, Sam - new	2334@newtest.com	9029991234	
LI, Sam - new Test		N/A	
LI, Sam Test Feb 6		N/A	
LI, Sam Test Feb 6 - 2	123@abc.com.au	9024241234	
MacDonald, Ryan	bruno@hotmail.com	N/A	
MacEachern, Wayne	wayne.mateachern@nsrb.ca	9028702576	
Mills, Adam	Adam.Mills@novascotia.ca	9021234556	
Naugler, Roxanne	rnaugler@nsrb.ca	N/A	
Parsons, Robyn	robyn.parsons@novascotia.ca	9025413028	
Raymond, Mark		9021234567	
Scott, James	james.scott@novascotia.ca	9025623368	
		9028742899	

**Contact Details**

First Name\* Roy Last Name\* Callor

Inactive Date

Email

[Save](#) [Add](#) [Deactivate](#) [Delete](#)

**Phones for Callor, Roy**

Type	Number	Primary
Office	(902) 444-4444	<input checked="" type="checkbox"/>

[Add Phone](#)

To delete a contact select the contact in the list and click on them highlighting them:



NOVA SCOTIA CANADA

Radon and Water Sampling Program  
None Production Environment  
Welcome Robyn Parsons | [Log Off](#)

Administrative

Water Sample Locations  
Water Supplies  
Contacts

Contact Administration

Contact List

Name ▼	Email	Phone	Inactive Date
Callor, Roy		9024444444	
Conner, Thomas	123@abc.com	9021224200	
Fudd, Elmer	Elmer.Fudd@novascotia.ca	9024567890	
Gumblets, Bonnie	ronnie.gumblets@novascotia.ca	9029505029	
Harvey, A	anthony.harvey@novascotia.ca	N/A	
LeBlanc, Greg	gregory.leblanc@nsrb.ca	N/A	
Li, Sam - new	2334@newtest.com	9029991234	
Li, Sam - new Test		N/A	
Li, Sam Test	1234@abc.com	9021234567	
Li, Sam Test Feb 6	123@abc.com.au	N/A	
Li, Sam Test Feb 6 - 2	bruns@hotmail.com	9024241234	
MacDonald, Bryan		N/A	
MacEachern, Wayne	wayne.maceachern@nsrb.ca	9028702576	
Miller, Adam	Adam.Mills@novascotia.ca	9021234556	
Mills, Adam		N/A	
Navalor, Roxanne	maugier@nsrb.ca	9025413028	
Parsons, Robyn	robyn.parsons@novascotia.ca	9021234567	
Sawmond, Mark		9029562368	
Scott, James	james.scott@novascotia.ca	9028740899	

Contact Details

First Name\* Adam Last Name\* Miller

Inactive Date

Email

Save Add Deactivate **Delete**

Phones for Miller, Adam

Type ▼	Number	Primary
Cell	(902) 123-4556	✓

Add Phone

Once the selected contact is chosen click on “Delete” in the lower right hand corner and the following screen will appear:

NOVA SCOTIA CANADA

Radon and Water Sampling Program  
None Production Environment  
Welcome Robyn Parsons | [Log Off](#)

Administrative

Water Sample Locations  
Water Supplies  
Contacts

Contact Administration

Contact List

Name ▼	Email	Phone	Inactive Date
Callor, Roy		9024444444	
Conner, Thomas	123@abc.com	9021224200	
Fudd, Elmer	Elmer.Fudd@novascotia.ca	9024567890	
Gumblets, Bonnie	ronnie.gumblets@novascotia.ca	9029505029	
Harvey, A	anthony.harvey@novascotia.ca	N/A	
LeBlanc, Greg	gregory.leblanc@nsrb.ca	N/A	
Li, Sam - new	2334@newtest.com	9029991234	
Li, Sam - new Test		N/A	
Li, Sam Test	1234@abc.com	9021234567	
Li, Sam Test Feb 6	123@abc.com.au	N/A	
Li, Sam Test Feb 6 - 2	bruns@hotmail.com	9024241234	
MacDonald, Bryan		N/A	
MacEachern, Wayne	wayne.maceachern@nsrb.ca	9028702576	
Miller, Adam	Adam.Mills@novascotia.ca	9021234556	
Mills, Adam		N/A	
Navalor, Roxanne	maugier@nsrb.ca	9025413028	
Parsons, Robyn	robyn.parsons@novascotia.ca	9021234567	
Sawmond, Mark		9029562368	
Scott, James	james.scott@novascotia.ca	9028740899	

Contact Details

First Name\* Adam Last Name\* Miller

Inactive Date

Email

Save Add Deactivate Delete

Phones for Miller, Adam

Type ▼	Number	Primary
Cell	(902) 123-4556	✓

Add Phone

Message from webpage

Are you sure you wish to DELETE this record?

OK Cancel

Noting the previous contact is no longer in the list.

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### 3.0 Water Sampling Requests

Once signed in to the application you will automatically be brought to the “**Water Sampling Request**” page (shown below)

The screenshot displays the Nova Scotia Water Sampling Request application. The sidebar on the left contains navigation links: **Water Sampling Requests** (highlighted with a red box), **Water Sampling Results**, **Radon Sampling Requests**, and **Radon Sampling Results**. A red arrow points from this sidebar to the main content area. The main content area is titled **Water Sampling Requests** and includes a **Water Sample Location Search** section with dropdown menus for District, County, Community, Site, Asset, Water Source, and Department. Below this is a table of **Water Sample Locations** with columns: Sample Location, Asset Name, Site Name, Department, Civic Address, Community, County, District, Pre-treatment, and Water Source. The first row is highlighted in blue. At the bottom, there is a table of **Water Sampling Requests** with columns: Type, Required Date, Duplicated Date, Full Chemical, PA Bacterial, Count Bacterial, Chlorine Residual, and Note. The first row is highlighted in blue. A red box highlights the **Add Request** button in the bottom right corner.

Sample Location	Asset Name	Site Name	Department	Civic Address	Community	County	District	Pre-treatment	Water Source
Bathroom Tap - main floor	Garage	Hwy Ops Base - Barrington	Transportation and Infrastructure Renewal	2180 TK3	Barrington	Shelburne	Western	✓	
Washroom Rm 100	Garage	Hwy Ops Base - Lequille	Transportation and Infrastructure Renewal	85 CAPE RD	Lequille	Annapolis	Western	✓	

Type	Required Date	Duplicated Date	Full Chemical	PA Bacterial	Count Bacterial	Chlorine Residual	Note
Yearly Cycle	2018/02/31		✓	✓			

It will show all the sampling locations that you have created as well as any water requests you have entered (plus those created by other users within your associated department).

The following will show you how to enter a request for a sampling location that you have created within the application. To make a request for a water sample location click on “**Add Request**” in the lower right hand corner as shown above and the following screen will appear.

Note: the sampling location highlighted in blue in the above screen will be the sampling location brought up once the add request button is pushed. Or you could have searched for your site using the “**Water Sampling Location Search**” by filling all the drop down lists and the site would appear in blue under “**Water Sample Locations**”.

For this example, we will do a yearly cycle and a one-of sample.

**Note: as of right now you cannot select the full year sampling requirements however, we are looking in to changing that for next upgrade release in 3 to 6 months after this version has been out.**

You can still add the yearly sampling requests but you have to do each separate by going back and forth between this and the previous screen.

### Yearly Cycle

For the yearly cycle request complete the following steps:

1. For **Year** in the drop down list select the year you want your sample to be collected in;
2. For **Cycle** in the drop down list select the month you want your sample to be collected in;
3. For **Bacterial** you have the option of selecting P/A (Presence/Absence) or Count;
4. If you need **Chlorine Residual** checked as part of your quarterly monitoring you have that option;
5. For **Chemical** you have the option of full chemical analysis or you may select a particular chemical parameter(s) from the list box present on the screen (note: Hold "Ctrl" key if you need to multi-select or de-select items).
6. You also have the option of adding any comments you feel are prudent and will be helpful to the sampling contractor.
7. Once completed click "**Save**" in the lower right hand corner.

The next screen will show all fields filled in and the screen following will show what happened after save is clicked. Also on this screen you will notice that you will be able to update the contact. To do so simply

click on the drop down list and select a new or correct contact and click **“Update Contact”**. If the name does not appear in the drop down list you will have to back to **“Administration”** under **“Contacts”** to create a new one.

**NOVA SCOTIA CANADA**

None Production Environment

Water Sampling Requests

**Add Water Request**

Water Sample Location Details

Site Name: Hwy Ops Base - Barrington  
Sample Location: Bathroom tap - main floor  
Asset Name: Garage  
Pre-treatment test

Technicians can contact the following person to gain access to this Water Sample Location:

Contact: Parsons, Robyn - 9021234567

**Update Contact**

**Water Request Form**

Yearly Cycle Request  
Year: 2020  
Cycle: March

One-off Request  
Requested Date:

Bacterials: ☐ PA Bacterial ☒ Count Bacterial  
☐ Chlorine Residual  
☒ Full Chemical

Other Analysis:  
Ammonia as N  
Benzene/Toluene/Ethylbenzene/Xylene  
Biochemical Oxygen Demand  
Color  
Conductivity  
Cresole  
Dissolved Chloride  
Dissolved Fluoride  
Dissolved Sulphate  
Fluoride  
Haloacetic Acids  
Hydrocarbons  
Mentury  
Nitrate + Nitrite  
Nitrite

Note: ensure post treatment is collected in at the bathroom tap - main floor. Pre treatment can be collected at water entry to building  
371 characters remaining

**Save** **Back**

**NOVA SCOTIA CANADA**

Radon and Water Sampling Program

None Production Environment

Water Sampling Requests

**Water request is saved**

Water Sample Location Search

District: Select  
Community: Select  
Asset: Select  
Water Source: Select  
County: Select  
Site: Select  
Department: Select

**Search**

**Water Sample Locations**

Sample Location	Asset Name	Site Name	Department	Chic. Address	Community	County	District	Pre-treatment	Water Source
Bathroom tap - main floor	Garage	Hwy Ops Base - Barrington	Transportation and Infrastructure Renewal	2190 TK2	Barrington	Shelburne	Western	✓	
Washroom Rm 100	Garage	Hwy Ops Base - Lequille	Transportation and Infrastructure Renewal	85 CAPE RD	Lequille	Annapolis	Western	✓	

**Water Sampling Requests**

Type	Required Date	Full Chemical	PA Bacterial	Count Bacterial	Chlorine Residual	Note
Yearly Cycle	2020/02/11	✓	✓	✓		ensure post treatment is collected in at the bathroom tap - main floor. Pre treatment can be collected at water entry to building
Yearly Cycle	2018/02/11	✓	✓	✓		

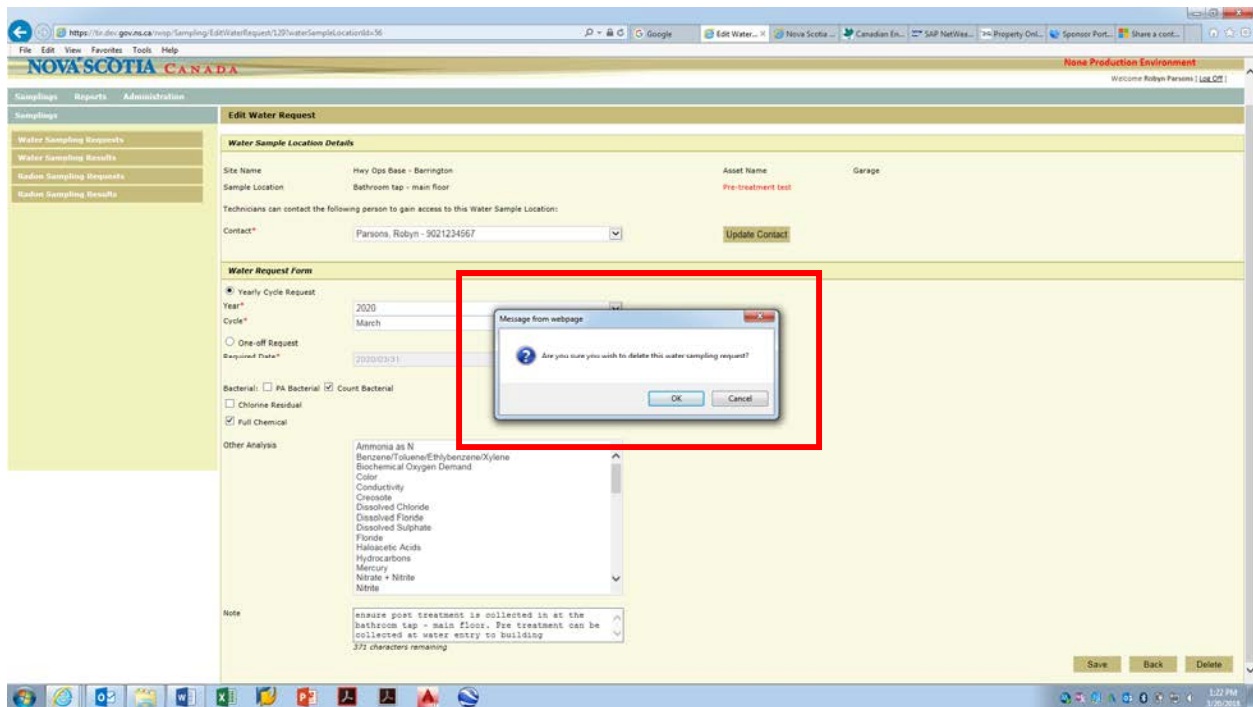
**Add Request**

From the above screen after clicking save on making the request you can see at the top of the screen in green highlight that the request was saved, the sample location is highlighted in blue and the sample details are noted at the bottom of the screen. This same process would be followed for any other water sample location requiring a sample to be collected.

If you want to make changes to the request prior to it being dumped to the contractor, click on **“Required Date”** and it will take you back to the sample request detail page as shown below:

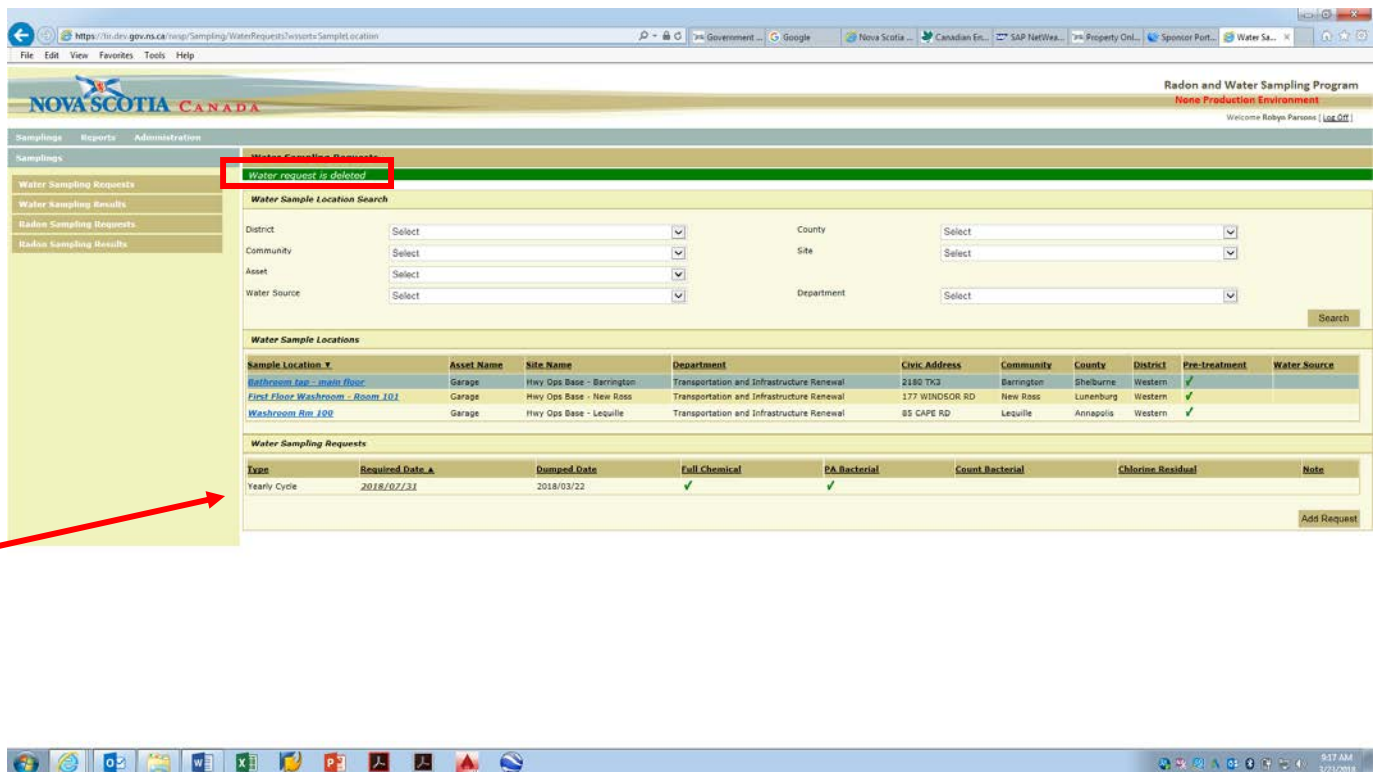
Here you can make any changes, review or delete sample request all together. The buttons in the lower right hand corner note **“Save”, “Back” or “Delete”**.

If you click on delete the following screen will appear:



The note in the center is asking if you are sure you want to delete this request, if so click OK if not click Cancel.

If you click "OK" the following screen will appear:



As you can see the request is no longer present. The green highlight at the top states the request was deleted.

### Example process of making a yearly sample request

Let's make a request by clicking on **"Water Sampling Requests"** and the following screen will appear:

The screenshot displays the Nova Scotia Water Sampling Requests web application. The sidebar on the left contains navigation links: **Water Sampling Requests**, **Water Sampling Results**, **Radon Sampling Requests**, and **Radon Sampling Results**. The main content area is titled **Water Sampling Requests** and features a **Water Sample Location Search** section with dropdown menus for District, County, Community, Site, Asset, Water Source, and Department. Below this is a table of **Water Sample Locations** with columns: Sample Location, Asset Name, Site Name, Department, Civic Address, Community, County, District, Pre-treatment, and Water Source. The first row, **Bathroom tap - main floor**, is highlighted in blue. A red arrow points to this row. Below the table is a **Water Sampling Requests** table with columns: Type, Required Date, Dumped Date, Full Chemical, PA Bacterial, Count Bacterial, Chlorine Residual, and Note. The first row shows a **Yearly Cycle** request for 2018/02/31. An **Add Request** button is located at the bottom right of the page.

I will select the water sampling location already highlighted in blue.

The next step is to click on **"Add Request"** and the following screen will appear:

So here I will be filling the following:

- First I will check to see if the contact person is correct and if not I will scroll down the drop down list select the appropriate person and then click **"Update Contact"**;
- I will then click the radio button noting **"Yearly Cycle Request"**;
- I will then select the year from the drop down list: 2018;
- I will then select the month from the drop down list: March;
- For Bacterial I will select: Count Bacterial;
- I want chlorine residual monitored so I will click on that;
- I want to select only certain parameters to be tested this cycle: Total Arsenic and Total Lead (note to select both hold the "Ctrl" key and you will be able to choose more than one parameter); or you could select Full Chemical if you wanted for this cycle;
- There is also a spot where you can enter notes I entered: Ensure the pre-treatment sample is collected as the water enters the building.



https://dn.dyn.gov.ns.ca/ovsp/Sampling/EditWaterRequest/?WaterSampleLocationId=56

NOVA SCOTIA CANADA

None Production Environment  
Welcome Robyn Parsons | Log Out

Samplings Reports Administration

Samplings

Water Sampling Requests  
Water Sampling Results  
Radon Sampling Requests  
Radon Sampling Results

**Add Water Request**

**Water Sample Location Details**

Site Name: Hwy Ops Base - Barrington  
Sample Location: Bathroom tap - main floor  
Asset Name: Garage  
Pre-treatment test

Technicians can contact the following person to gain access to this Water Sample Location:

Contact\*: Parsons, Robyn - 9021234567 **Update Contact**

**Water Request Form**

☒ Yearly Cycle Request  
Year\*: Select  
Cycle\*: Select  
☐ One-off Request  
Required Date\*:

Bacterial: ☐ PA Bacterial ☐ Count Bacterial  
☐ Chlorine Residual  
☐ Full Chemical

Other Analysis:  
Ammonia as N  
Benzene/Toluene/Ethylbenzene/Xylene  
Biochemical Oxygen Demand  
Color  
Conductivity  
Cresotols  
Dissolved Chloride  
Dissolved Fluoride  
Dissolved Sulphate  
Fluoride  
Haloacetic Acids  
Hydrocarbons  
Mercury  
Nitrate + Nitrite  
Nitrite

Note: 500 characters remaining

Save Back

https://dn.dyn.gov.ns.ca/ovsp/Sampling/EditWaterRequest/?WaterSampleLocationId=56

NOVA SCOTIA CANADA

None Production Environment  
Welcome Robyn Parsons | Log Out

Samplings Reports Administration

Samplings

Water Sampling Requests  
Water Sampling Results  
Radon Sampling Requests  
Radon Sampling Results

**Add Water Request**

**Water Sample Location Details**

Site Name: Hwy Ops Base - Barrington  
Sample Location: Bathroom tap - main floor  
Asset Name: Garage  
Pre-treatment test

Technicians can contact the following person to gain access to this Water Sample Location:

Contact\*: Parsons, Robyn - 9021234567 **Update Contact**

**Water Request Form**

☒ Yearly Cycle Request  
Year\*: 2016  
Cycle\*: March  
☐ One-off Request  
Required Date\*:

Bacterial: ☐ PA Bacterial ☒ Count Bacterial  
☒ Chlorine Residual  
☐ Full Chemical

Other Analysis:  
Total Arsenic  
Total Barium  
Total Beryllium  
Total Bismuth  
Total Boron  
Total Cadmium  
Total Calcium  
Total Chromium  
Total Cobalt  
Total Copper  
Total Iron  
Total Lead  
Total Magnesium  
Total Manganese  
Total Molybdenum

Note: Ensure the pre-treatment test is collected as the water enters the building | 424 characters remaining

**Save** Back

The above screen shows all the information I entered in as stated above. Then click “Save”

The screenshot shows the Nova Scotia Government website interface. At the top, there is a navigation bar with links to 'Samplings', 'Reports', and 'Administration'. Below this, a sidebar on the left contains links to 'Water Sampling Requests', 'Water Sampling Results', 'Hazardous Sampling Requests', and 'Hazardous Sampling Results'. The main content area displays a message 'Water request is saved' in a green box, which is highlighted by a red rectangle. Below this, there is a 'Water Sample Location Search' section with dropdown menus for District, County, Community, Site, Asset, Water Source, and Department. A 'Search' button is located to the right of these dropdowns. Below the search section, there is a table titled 'Water Sample Locations' with columns: Sample Location Y, Asset Name, Site Name, Department, Civic Address, Community, County, District, Pre-treatment, and Water Source. The first row of the table is highlighted in blue. Below the table, there is a section titled 'Water Sampling Requests' with a table containing columns: Type, Required Date, Dumped Date, Full Chemical, PA Bacterial, Count Bacterial, Chlorine Residual, and Note. The first row of this table is highlighted in blue. A red arrow points to the 'Sample Location Y' table, and another red arrow points to the 'Water Sampling Requests' table.

From the above screen you can see that the request was saved as highlighted in green and the request is noted by the red arrow in the bottom section of the screen and the sampling location is highlighted in blue.

### One-of Sample Requests

Again to submit a one-of sampling request click on **“Water Sampling Requests”** and click **“Add Request”** and the following screen will appear: note you will need to select your site you want sample first from the Water Sampling Request screen either by using the drop lists at the top or by scrolling down the list and clicking on it to highlight it blue.



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Samplings Reports Administration

Water Sampling Requests  
Water Sampling Results  
Hazardous Sampling Requests  
Hazardous Sampling Results

### Add Water Request

**Water Sample Location Details**

Site Name: Hwy Ops Base - Barrington  
Sample Location: Bathroom tap - main floor  
Asset Name: Garage  
Pre-treatment test

Technicians can contact the following person to gain access to this Water Sample Location:

Contact\*: Parsons, Robyn - 9021234567 Update Contact

**Water Request Form**

☒ Yearly Cycle Request  
Year\*: Select  
Cycle\*: Select

☐ One-off Request  
Required Date\*:

Bacterial: ☐ PA Bacterial ☐ Count Bacterial  
☐ Chlorine Residual  
☐ Full Chemical

**Other Analysis**

- Ammonia as N
- Benzene/Toluene/Ethylbenzene/Xylene
- Biochemical Oxygen Demand
- Color
- Conductivity
- Cresosol
- Dissolved Chloride
- Dissolved Fluoride
- Dissolved Sulphate
- Fluoride
- Halocarbon Acids
- Hydrocarbons
- Mercury
- Nitrate + Nitrite
- Nitrite

Note: 500 characters remaining

Save Back

Here on this screen you will see the one-of radio button and the required date that you need the sample collected. The required date will appear as a calendar and you just need to determine the date and month and year you want your sample collected in.

Once you select the one-of sample and the date and month and year you want the sample collected you can go ahead and select what you want the sample collected for this example I chose to select **“Other Analysis”** again if you feel you need to add notes to your request you can in the note box located at the bottom of the screen. The following screen shots shows my sample request.

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Samplings Reports Administration

**Add Water Request**

**Water Sample Location Details**

Site Name: Hwy Ops Base - Barrington  
Sample Location: Bathroom tap - main floor  
Asset Name: Garage  
Pre-treatment test

Technicians can contact the following person to gain access to this Water Sample Location:  
Contact\*: Parsons, Robyn - 9021234567 **Update Contact**

**Water Request Form**

☐ Yearly Cycle Request  
Year\*: Select  
Cycle\*: Select

☒ One-off Request  
Required Date\*: 2018/04/06

Bacterial: ☐ PA Bacterial ☐ Count Bacterial  
☐ Chlorine Residual  
☐ Full Chemical

Other Analysis:

- Total Aluminum
- Total Antimony
- Total Arsenic
- Total Barium
- Total Beryllium
- Total Bismuth
- Total Boron
- Total Cadmium
- Total Calcium
- Total Chromium
- Total Cobalt
- Total Copper
- Total Iron
- Total Lead**
- Total Magnesium

Note: 500 characters remaining

**Save** **Back**

Once you have completed your request you can click “**Save**” in the lower right hand corner of the screen and the following screen will appear:

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Samplings Reports Administration

**Water request is saved**

**Water Sample Location Search**

District: Select County: Select  
Community: Select Site: Select  
Asset: Select  
Water Source: Select Department: Select **Search**

**Water Sample Locations**

Sample Location ID	Asset Name	Site Name	Department	Civic Address	Community	County	District	Pre-treatment	Water Source
Bathroom tap - main floor	Garage	Hwy Ops Base - Barrington	Transportation and Infrastructure Renewal	2180 Trq	Barrington	Shelburne	Western	✓	
Washroom Rm 100	Garage	Hwy Ops Base - Lequille	Transportation and Infrastructure Renewal	85 CAPE RD	Lequille	Annapolis	Western	✓	

**Water Sampling Requests**

Type	Required Date A	Dumped Date	Full Chemical	PA Bacterial	Count Bacterial	Chlorine Residual	Note
Yearly Cycle	2018/07/31		✓		✓		ensure post treatment is collected in at the bathroom tap - main floor. Pre treatment can be collected at water entry to building
Yearly Cycle	2018/07/31			✓			
One-off	2018/04/06						

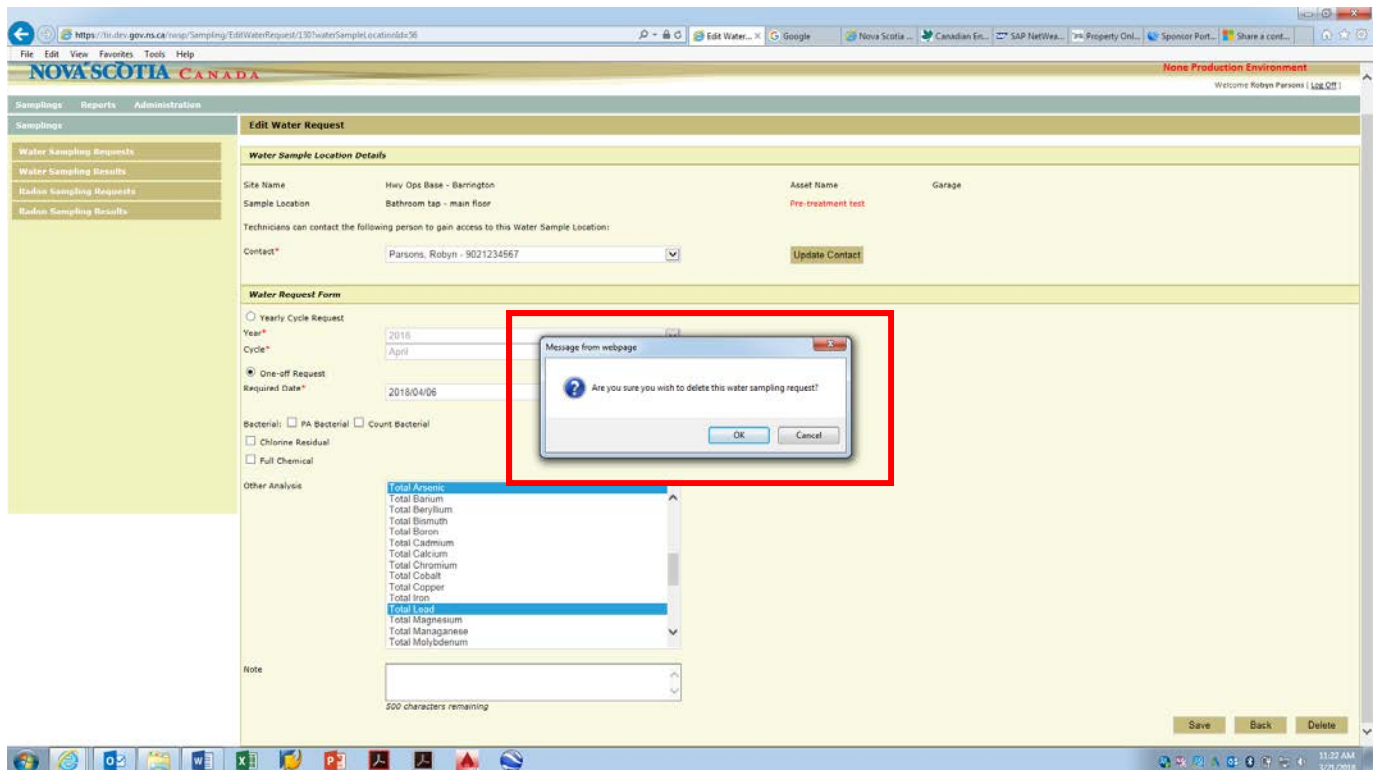
**Add Request**

From this screen you will note that at the top of the screen highlighted in green the sample request was successfully saved, the water sample location being tested is highlighted in blue and the sample request is noted at the bottom of the screen as one-of with the required date for collection. Note: it may not state what analysis is being requested but that information will be passed on to the contractor during the data dump.

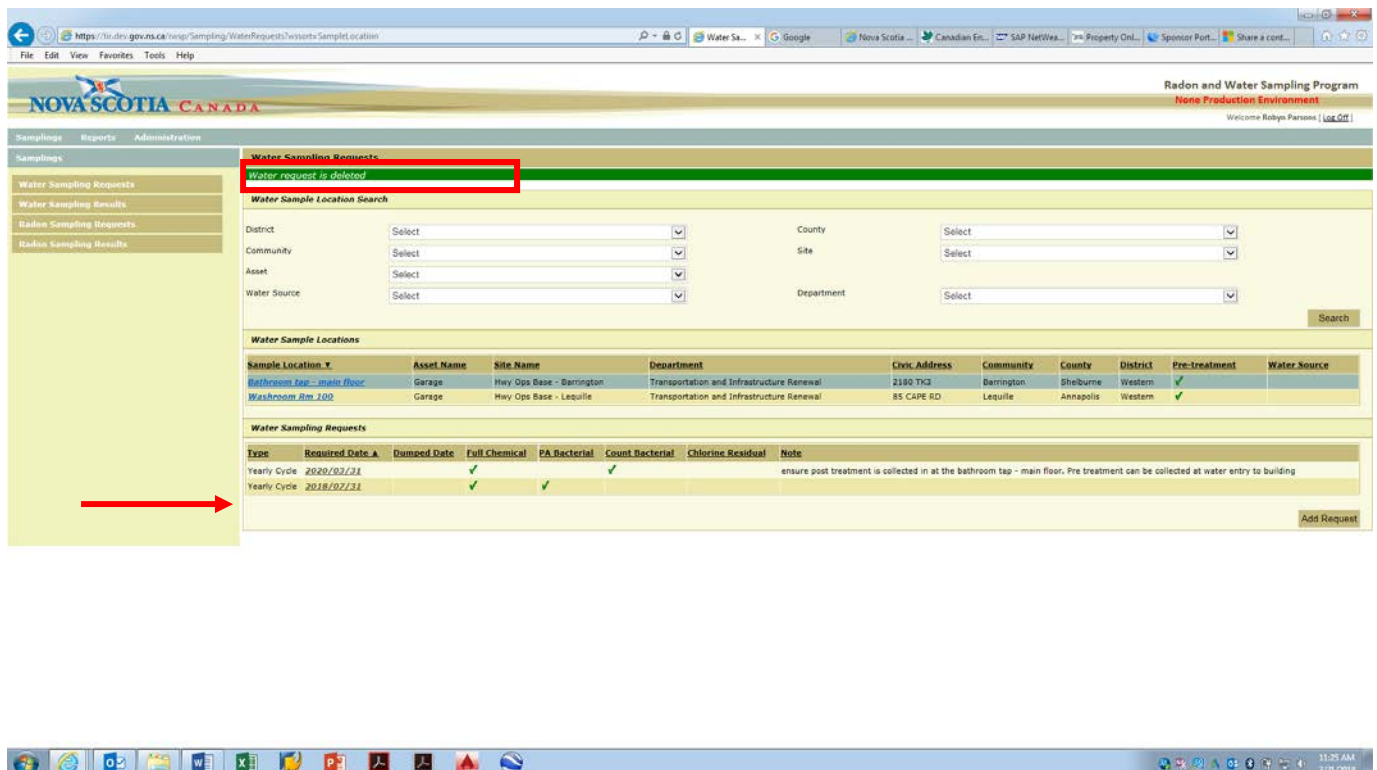
Again if you want to review the request as with the yearly request simply click on **“Required Date”** as highlighted above and you will be brought back to this screen:

And you will note at the bottom **“Save”, “Back” and “Delete”**. Here you can review your sample request information as well as the contact information. As noted in the yearly cycle sample review you can change the contact by clicking the drop down list, selecting the appropriate person and clicking **“Update Contact”**. If the name does not appear in the drop down list you will have to back to **“Administration”** under **“Contacts”** to create a new one.

If after your review you decide that the sample request is no longer needed you click on **“Delete”** and the following screen will appear as in the yearly cycle when the delete request as be activated you will be asked are you sure you want to delete this request and if so click **“OK”** and if not click **“Cancel”**.



If you click "OK" the sample will be removed as noted in the following screen:



Here on this screen you will note the change was saved highlighted in green at the top of the page and the sample is removed at the bottom of the page red arrow.

The same example procedure layout for the yearly cycle can be followed for the one-of sample request.

## 4.0 Water Sampling Results

The following will guide you through how to view your results.

When you click on **“Water Sampling Results”** you will be brought to this page:

The screenshot shows the Nova Scotia Water Sampling Results web application. The interface includes a sidebar with navigation links, a top navigation bar, and a main content area. The main content area has a search section with dropdown menus for District, Community, Asset, Water Source, County, Site, and Department. Below the search section is a table of Water Sample Locations. One location, 'Bathroom tap - main floor', is highlighted in blue. Below this table is a table of Water Sampling Requests. One request, 'Early Cycle', is highlighted in blue. Red arrows point to the highlighted location and request.

Sample Location	Asset Name	Site Name	Department	Civic Address	Community	County	District	Pre-treatment	Water Source
Bathroom tap - main floor	Garage	Hey Ops Base - Barrington	Transportation and Infrastructure Renewal	2130 TK3	Barrington	Shelburne	Western	✓	
First Floor Washroom - Room 101	Garage	Hey Ops Base - New Ross	Transportation and Infrastructure Renewal	177 WINDSOR RD	New Ross	Lunenburg	Western	✓	
Washroom Rm 102	Garage	Hey Ops Base - Lequille	Transportation and Infrastructure Renewal	85 CAPE RD	Lequille	Annapolis	Western	✓	

Type	Required Date	Full Chemical	PA Bacterial	Count Bacterial	Chlorine Residual	Note
Early Cycle	<u>2018/02/21</u>	✓	✓	✓	✓	Ensure the pre-treatment test is collected as the water enters the building
Yearly Cycle	2018/03/31					ensure the pre-treatment sample is collected as the water enters the building
One-off	2018/03/29					

Here in this screen you will have the option of searching for your water sample location by using the drop down lists noted at the top or scrolling through the list of water sample locations located in the middle of the screen. Once you have found your water sampling location highlight it in blue and the sample requests associated with that asset will appear below.

From this screen you will note the water sampling location is highlighted in blue as noted by the red arrow and the results that are available are also noted by the red arrow but please note under **“Required Date”** the date is highlighted in blue and is underscored meaning there are results available for the date.

To view the results click on the highlighted required date and the following screen will appear:

On the following screen you will note in the original request there was a request for bacteria and full chemical. And you will also note on this screen that the required date is highlighted in blue and underscored.

To view the result click on the highlighted required date and the following screens will appear:

https://tr-dev.gov.ns.ca/wwp/Sampling/WaterResults/WaterResultList?waterReqId=128

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Samplings Reports Administration

Samplings

Water Sampling Requests  
Water Sampling Results  
Radon Sampling Requests  
Radon Sampling Results

**Water Sampling Results**

**Selected Request Details**

Site Name: Hwy Ops Base - Barrington  
Asset Name: Garage  
Water Sample Location: Bathroom tap - main floor  
Required Date: 2018/07/31

**Water Sampling Results**

Received Date	Sample Date	Comment
2018/03/22	2018/07/25	original request bacterial
2018/03/22	2018/07/25	original request full chem

Back

https://tr-dev.gov.ns.ca/wwp/Sampling/WaterResults/WaterResultList?waterReqId=128&view=1

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Samplings Reports Administration

Samplings

Water Sampling Requests  
Water Sampling Results  
Radon Sampling Requests  
Radon Sampling Results

**Water Sampling Results**

**Selected Request Details**

Site Name: Hwy Ops Base - Barrington  
Asset Name: Garage  
Water Sample Location: Bathroom tap - main floor  
Required Date: 2018/07/31

**Water Sampling Results**

Received Date	Sample Date	Comment
2018/03/22	2018/07/25	original request bacterial
2018/03/22	2018/07/25	original request full chem

**Water Sampling Result**

Text Parameter	TextParameterType	RDL	Unit	Guidelines	Less Than	Value	Absent	Lab Name	Lab Date
Total Coliform	Bacteria		du/l	-			False	Maxxam Bedford	2018/07/28
Escherichia Coli	Bacteria		du/l	1-1.55 AO			True	Maxxam Bedford	2017/07/28

Back

This screen shows the bacterial results. To view the full chemical results you can click on the highlighted date at the top and the following screen will appear:



Note: not all results are shown as the screen was too big but you can see results for parameters that were tested under full chemical request.



## 5.0 Reports

The following will guide you through the steps needed to create/view a report of the results for your water sampling locations.

When clicking on **“Reports”** at the top of the screen you will be automatically brought to this screen. Which is the same screen as if you were to click on the **“Water Results Reports”** in the menu on the left hand side of the screen.

The screenshot shows the Nova Scotia Government website's "Water Result Reports" page. The page has a navigation bar with "Reports" highlighted. Below the navigation bar, there is a "Water Sample Location Search" form with dropdown menus for District, County, Community, Site, Asset, Water Source, and Department. A "Search" button is located to the right of the form. Below the search form is a table titled "Water Sample Locations". A red arrow points to the first row of the table, which is "Bathroom Tap - main floor".

Sample Location	Asset Name	Site Name	Department	Civic Address	Community	County	District	Pre-treatment	Water Source
Bathroom Tap - main floor	Garage	Hay Ops Base - Barrington	Transportation and Infrastructure Renewal	2185 TK3	Barrington	Shelburne	Western	✓	
First Floor Washroom - Room 101	Garage	Hay Ops Base - New Ross	Transportation and Infrastructure Renewal	177 WINDSOR RD	New Ross	Lunenburg	Western	✓	
Washroom Rm 109	Garage	Hay Ops Base - Lequile	Transportation and Infrastructure Renewal	85 CAPE RD	Lequile	Annapolis	Western	✓	

The first step to creating a report is to pick the water sample location you are looking for. You can do either by using the drop down list noted above or by scrolling through the list under **“Water Sample Locations”**. For this example I will select the first water sample location in the list as noted by the red arrow. Once found click on your sampling location and you will be brought to the following screen;

The screenshot shows a web browser window with the URL <https://10.10.10.10/nova-scotia.ca/ovg/Report/CreateWaterResultReport/56>. The page is titled "Radon and Water Sampling Program" and "None Production Environment". The user is logged in as "Welcome Robyn Parsons" with a "Log Off" link.

The main navigation menu includes "Sampling", "Reports", and "Administration". The "Reports" menu is expanded, showing "Water Result Reports".

The "Create Water Result Report" form is displayed. It has a "Water Sample Location Details" section with the following fields:

Site Name	Hwy Ops Base - Barrington	Asset Name	Garage
Sample Location	Bathroom tap - main floor		

Below this is the "Create Report" section with two input fields:

Request's Required Date From:

Request's Required Date To:

At the bottom of the form are two buttons: "Create Report" and "Back".

To create your report you need to enter in the **“Request Required Date From”** to **“Request Required Date To”**. For this example I will select the following dates:

- Request Required Date From: 01 January 2018;
- Requested Required Date To: 31 July 2018;

Then click **“Create Report”** and the following screen will appear:

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Sample Reports Administrative

Water Result Reports

Create Water Result Report

Water Sample Location Details

Site Name	Hwy Ops Base - Barrington	Asset Name	Garage
Sample Location	Bathroom tap - main floor		

Create Report

Request's Required Date From\* 2018/01/01

Request's Required Date To\* 2018/07/31

Create Report Back



After clicking “Create Report” this screen will appear with a note at the bottom asking you if want to “Open” or “Save” or “Cancel”.

By clicking on “Open” the following screen will appear:

From the screen below you can see results for the water sample location in an excel spreadsheet.

Parameter	Type	Units	RDL	Drinking Water Guideline	Date Sampled	Lab Name
Escherichia Coli	Bacteria	cfu/1		1-1.55 AO	07/25/2018	Maxxam Bedford/Maxxam Bedford
Escherichia Coli (MPN)	Bacteria	cfu/1				
Heterotrophic Plate Counts	Bacteria	cfu/1				
Sam new parameter	Bacteria	Sam Test unit				
Total Coliform	Bacteria	cfu/1			Present	
Total Coliform (MPN)	Bacteria	cfu/1		3-1 AO		
Benzene	BTEX	mg/L				
C6 - C10 (less BTEX)	BTEX	mg/L				
Ethylbenzene	BTEX	mg/L				
Isobutylbenzene - Volatile - Sum	BTEX	%				
Toluene	BTEX	mg/L				
Total Xylenes	BTEX	mg/L				
Anion Sum	General Chemistry (Calculation)	me/L				7.97
Cation Sum	General Chemistry (Calculation)	me/L				8.35
Ammonia as N	General Chemistry (Measurement)	mg/L				<.05
Bicarbonate Alkalinity	General Chemistry (Measurement)	mg/L				43
Calculated TDS	General Chemistry (Measurement)	mg/L				470
Carbonate Alkalinity	General Chemistry (Measurement)	mg/L				<1
Color	General Chemistry (Measurement)	TCU				<3
Conductivity	General Chemistry (Measurement)	uS/cm				980
Dissolved Chloride	General Chemistry (Measurement)	mg/L				250
Dissolved Fluoride	General Chemistry (Measurement)	mg/L				
Dissolved Sulphate	General Chemistry (Measurement)	mg/L				5.9
Fluoride	General Chemistry (Measurement)	mg/L				<.1
Hardness	General Chemistry (Measurement)	mg/L				120
Ion Balance (%)	General Chemistry (Measurement)	%				2.33
Langelier Index @ 20oC	General Chemistry (Measurement)	N/A				-1.69
Langelier Index @ 40oC	General Chemistry (Measurement)	N/A				-1.93
Nitrate	General Chemistry (Measurement)	mg/L				.57
Nitrate + Nitrite	General Chemistry (Measurement)	mg/L				

As noted above there was also the option of **“Save”** and note there is an arrow on the save button with gives three options:

- Save;
- Save as; and
- Save and Open.

By clicking on the **“Save”** option the following screen will appear:

On this screen you will notice three more options:

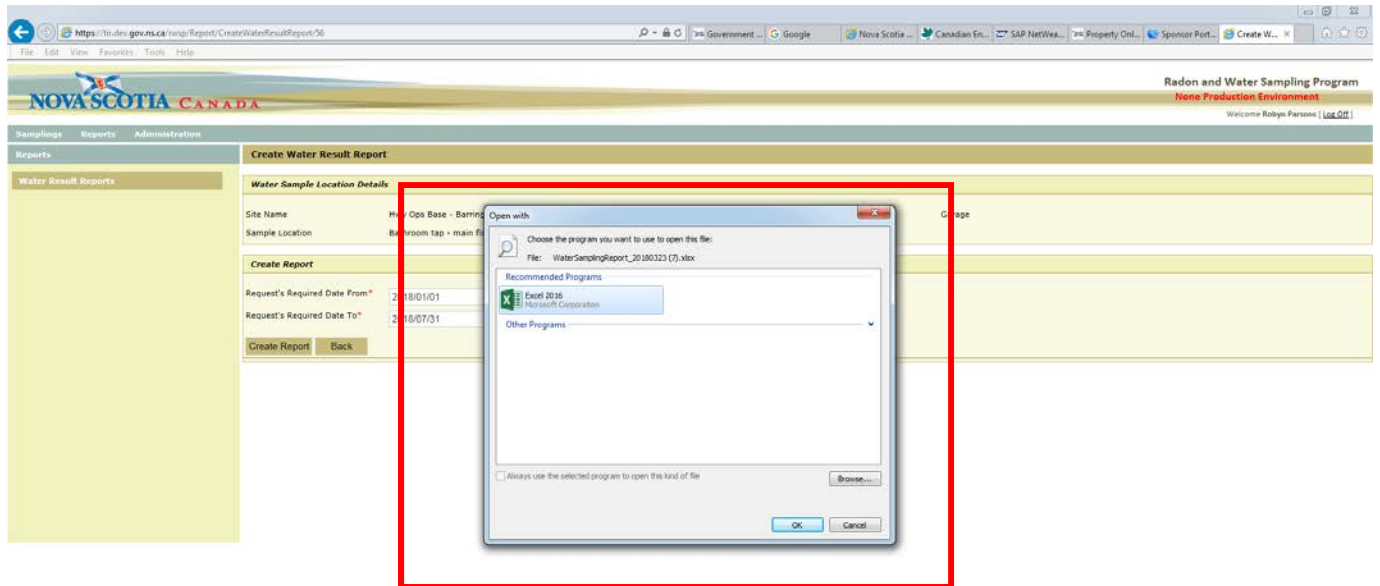
- Open;
- Open Folder; and
- View Downloads.

Note the open option with an arrow has two options:

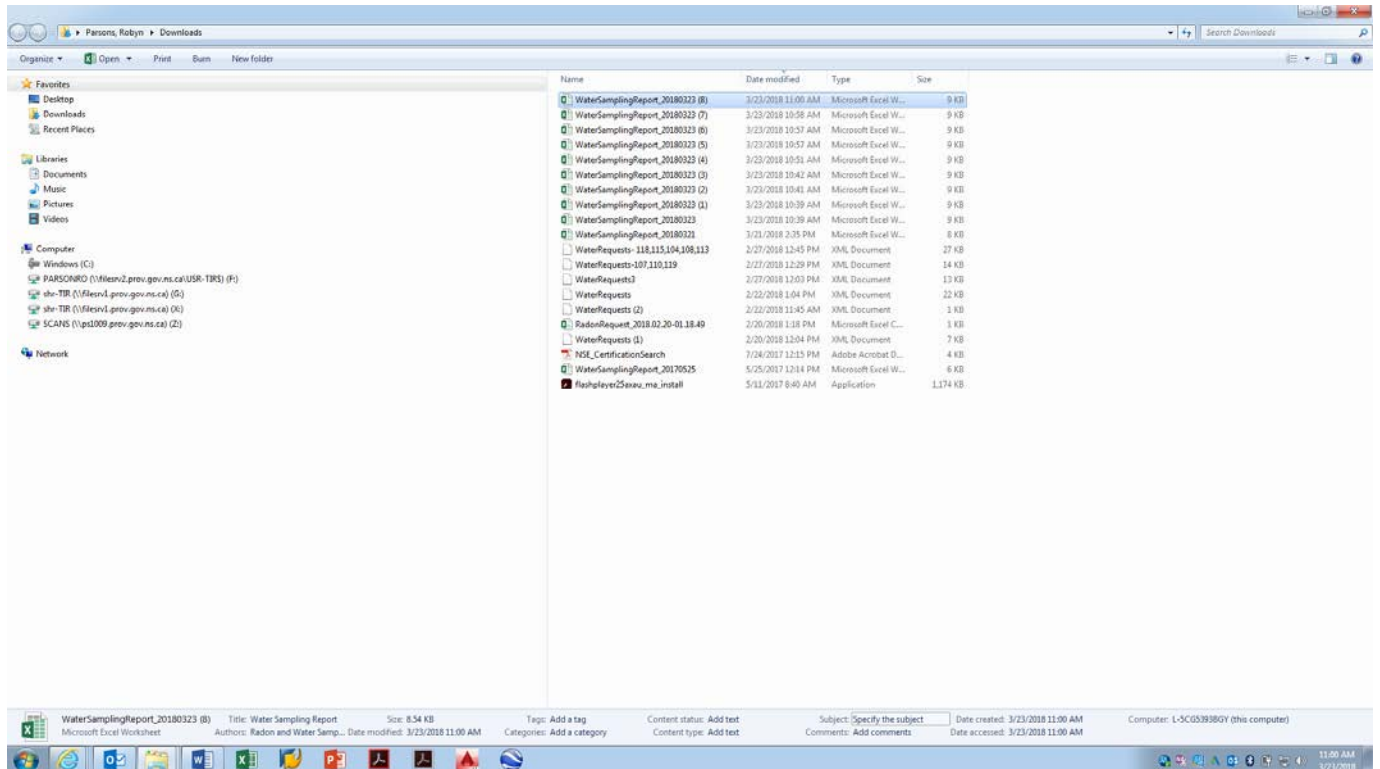
- Open; and
- Open with.

If you choose **“Open”** the results spreadsheet will open as noted above;

If you choose **“Open with”** the following screen will appear: and it is asking what program other than excel do you want to open the file will.

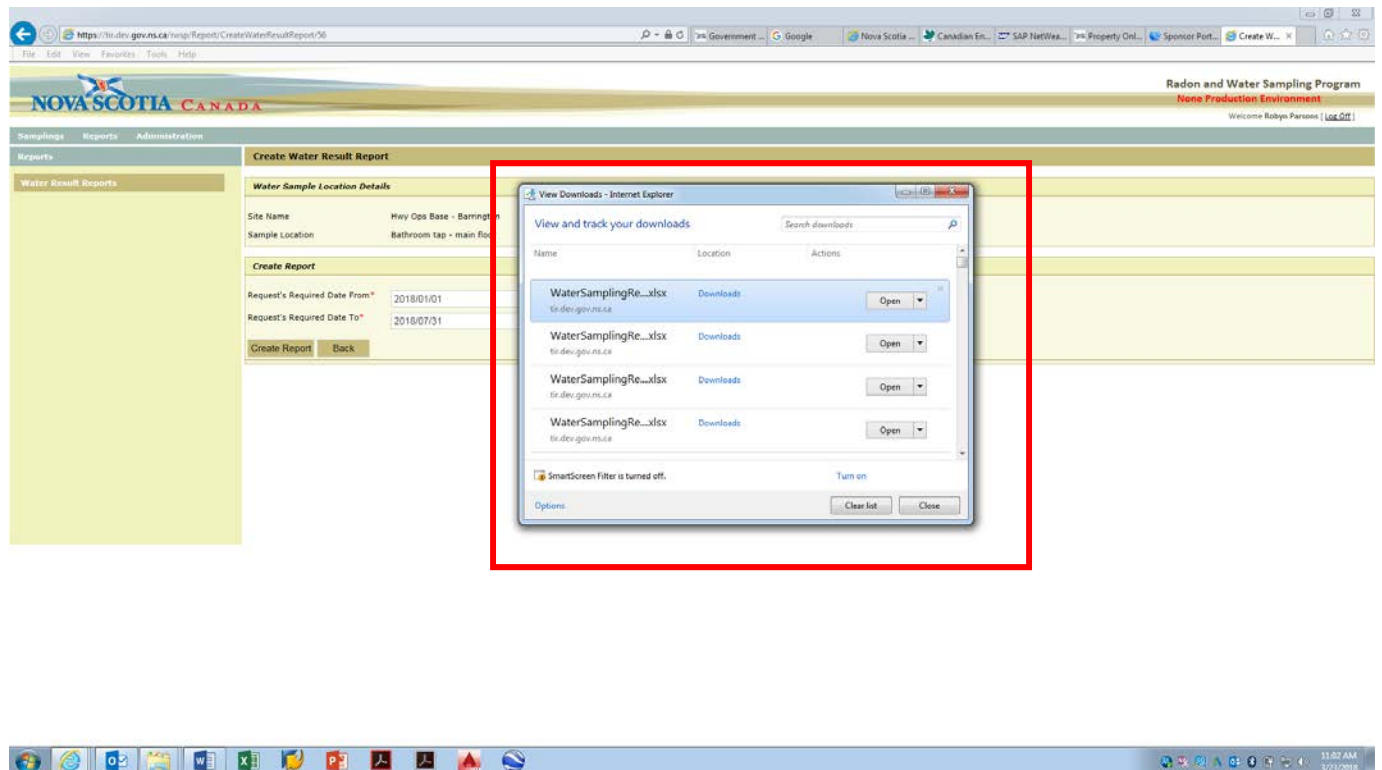


If you choose **“Open folder”** the following screen will appear:



It is asking you want folder you want to open from an already download document.

If you click on “**View downloads**” the following screen will appear noting all the recent downloads you have created:



And if you select “**Cancel**” the screen will remain the same.

## 6.0 Radon Sampling Requests

When ready to make a radon request simply click on “Radon Sampling Requests” on the left hand side of the screen, when doing so the following screen will appear:

The screenshot shows the Nova Scotia Radon and Water Sampling Program web application. The 'Radon Sampling Requests' section is highlighted with a red box. It contains a 'Search Assets' form with dropdown menus for District, County, Community, Site, and Department. Below the form is a table of assets with columns for Asset Name, Civic Address, Community, County, and District. The table lists various government buildings and facilities. At the bottom, there is a 'Radon Requests' section with a message 'No requests found for the asset.' and an 'Add Request' button.

Asset Name	Civic Address	Community	County	District
10 Bay Garage	61 MAIN ST	Hebblston	Annapolis	Western
15 Bay Garage	469 JUBILEE RD	Hebblville	Lunenburg	Western
2 Bay Garage	1616 STS 15A	McIntosh	Kings	Western
5 Bay Garage	469 JUBILEE RD	Hebblville	Lunenburg	Western
5 Bay Garage	61 MAIN ST	Hebblston	Annapolis	Western
5 Bay Storage Building	N/A	Bible Hill	Colchester	Northern
Administration Building	90 Research Drive	Bible Hill	Colchester	Northern
Annapolis Building	60 Research Drive	Bible Hill	Colchester	Northern
Community Services Office Building	123 Henry Hansey Dr	Liverpool	Queens	Western
Construction Field Office	10061 TK1	Greenwich	Kings	Western
Construction Office	469 Jubilee Rd	Bridgewater	Lunenburg	Western
Construction Office	319 Orchard Drive	Berwick	Kings	Western
Court House	141 High Street	Bridgewater	Lunenburg	Western
Court House	164 Main Street	Yarmouth	Yarmouth	Western
Court House	377 ST. GEORGE ST	Annapolis Royal	Annapolis	Western
Court House	54 EAST VICTORIA ST	Amherst	Cumberland	Northern
Court House	68 WATER ST	Pictou	Pictou	Northern
Court House	117 QUEEN ST	Digby	Digby	Western
Crew Sheds (2)	319 ORCHARD DR	Berwick	Kings	Western
Family & Childrens Services Building	76 River Street	Kentville	Kings	Western
Fundy Building	199 Dr Bernie MacDonald Drive	Bible Hill	Colchester	Northern
Garage	179 WINDSOR RD	New Ross	Lunenburg	Western
Garage	43 CRESCENT DR	New Minas	Kings	Western
Garage	200 ROBERTSON WEIR RD	Conway	Digby	Western
Garage	9908 TK1	Saunimerville	Digby	Western

Once this screen is brought up you have two ways of searching for your asset that you want testing completed on. The two ways are:

1. In the “Search Assets” at the top section of page you can fill in all the drop down lists pertaining to your asset and it will appear in a single line under “Assets”. Example:

In the example, I selected:

- District: Western;
- County: Lunenburg;
- Community: Hebbville;
- Site: Hwy Ops Base – Hebbville;
- Asset: 15 Bay Garage; and
- Department: Transportation and Infrastructure Renewal

Once this is all filled out click “Search”



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Samplings Reports Administration

Samplings

Water Sampling Requests  
Water Sampling Results  
Radon Sampling Requests  
Radon Sampling Results

**Radon Sampling Requests**

**Search Assets**

District: Western County: Lunenburg  
Community: Hebbville Site: Hwy Ops Base - Hebbville  
Asset: 15 Bay Garage Department: Select

**Search**

**Assets**

Asset Name	Civic Address	Community	County	District
10 Bay Garage	61 MAIN ST	Huddleton	Annapolis	Western
15 Bay Garage	469 JUBILEE RD	Hebbville	Lunenburg	Western
2 Bay Garage	1918 8TH AVE	Hillaton	Kings	Western
3 Bay Garage	469 JUBILEE RD	Hebbville	Lunenburg	Western
5 Bay Garage	61 MAIN ST	Huddleton	Annapolis	Western
5 Bay Storage Building	1611	Bible Hill	Colchester	Northern
Administration Building	60 Research Drive	Bible Hill	Colchester	Northern
Annapolis Building	60 Research Drive	Bible Hill	Colchester	Northern
Community Services Office Building	123 Henry Haney Dr	Liverpool	Queens	Western
Construction Field Office	10061 TK1	Greenwich	Kings	Western
Construction Office	469 Jubilee Rd	Bridgewater	Lunenburg	Western
Construction Office	319 Orchard Drive	Berwick	Kings	Western
Court House	141 High Street	Bridgewater	Lunenburg	Western
Court House	144 Main Street	Yarmouth	Yarmouth	Western
Court House	377 ST. GEORGE ST	Annapolis Royal	Annapolis	Western
Court House	54 EAST VICTORIA ST	Amherst	Cumberland	Northern
Court House	69 WATER ST	Pictou	Pictou	Northern
Court House	117 QUEEN ST	Digby	Digby	Western
Crew Sheds (2)	319 ORCHARD DR	Berwick	Kings	Western
Family & Childrens Services Building	76 River Street	Kentville	Kings	Western
Gandy Building	199 Dr Bernie MacDonald Drive	Bible Hill	Colchester	Northern
Garage	177 WINDSOR RD	New Ross	Lunenburg	Western
Garage	43 CRESCENT DR	New Minas	Kings	Western
Garage	200 ROBERTSON WEIR RD	Conway	Digby	Western
Garage	9908 TK1	Saunierville	Digby	Western

**Radon Requests**

No requests found for the asset.

**Add Request**

After clicking “Search” the following screen will appear:

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Samplings Reports Administration

Samplings

Water Sampling Requests  
Water Sampling Results  
Radon Sampling Requests  
Radon Sampling Results

**Radon Sampling Requests**

**Search Assets**

District: Select County: Select  
Community: Select Site: Select  
Asset: Select Department: Select

**Search**

**Assets**

Asset Name	Civic Address	Community	County	District
15 Bay Garage	469 JUBILEE RD	Hebbville	Lunenburg	Western

**Radon Requests**

No requests found for the asset.

**Add Request**

The searched site will appear under “Assets”



- The second option is to scroll down the list and find your asset you want testing completed on and click on the same screen as above will appear.

To make a radon request for your selected site click on **“Add Request”** in the lower right hand corner as shown above and the following screen will appear:

https://ns.dcu.gov.ns.ca/req/Sampling/EditRadonRequest?assetId=1572

File Edit View Favorites Tools Help

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Sampling Reports Administration

Sampling

Water Sampling Requests  
Water Sampling Results  
Radon Sampling Requests  
Radon Sampling Results

Add/Edit Radon Request

**Asset Detail**

Asset	15 Bay Garage	Asset Address	459 JUSTICE RD
Department	Transportation and Infrastructure Renewal	Building Usage	Garage
No. of Occupants	38	No. of Full Stories	1
No. of Partial Stories	0	No. of Full Basements	0
No. of Partial Basements	0	Construction Year	1960

**Radon Request Detail**

No. of Samples Required*	<input type="text"/>	Contact*	Select <input type="text"/>
Room(s) Information*	<input type="text"/>	Status	Pending

Save Back

Here you will be able see details on the selected asset and under the **“Radon Request Detail”** you will enter the number of samples required, the rooms to be tested and the site contact. This area also shows the status of the request.

So by going ahead and filling the required information for the request and clicking **“Save”** the following screens will appear:

https://in.dns.gov.ns.ca/ovsp/Sampling/EditRadonRequest?assetId=1972

File Edit View Favorites Tools Help

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Samplings Reports Administration

Samplings

Water Sampling Requests  
Water Sampling Results  
Radon Sampling Requests  
Radon Sampling Results

**Add/Edit Radon Request**

**Asset Detail**

Asset	15 Bay Garage	Asset Address	469 JUBILEE RD
Department	Transportation and Infrastructure Renewal	Building Usage	Garage
No. of Occupants	38	No. of Full Stories	1
No. of Partial Stories	0	No. of Full Basements	0
No. of Partial Basements	0	Construction Year	1965

**Radon Request Detail**

No. of Samples Required*	5	Contact*	Parsons, Robyn - 9021234567
Room(s) Information*	Office #100, Office #101, Tech #105, Tech #106, Office 108	Status	Pending

Save Back

https://in.dns.gov.ns.ca/ovsp/Sampling/SearchAssets?selectedAssetId=1972

File Edit View Favorites Tools Help

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Radon and Water Sampling Program  
None Production Environment  
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Samplings Reports Administration

Samplings

Water Sampling Requests  
Water Sampling Results  
Radon Sampling Requests  
Radon Sampling Results

**Radon Sampling Requests**  
Request is saved successfully.

**SEARCH ASSETS**

District	Select	County	Select
Community	Select	Site	Select
Asset	Select	Department	Select

Search

**Assets**

Asset	Address	Municipality	County
12 Bay Storage	469 JUBILEE RD	Parsons	Lunenburg
5 Bay Garage	61 MAIN ST	Middleton	Annapolis
5 Bay Garage	61 MAIN ST	Middleton	Annapolis
5 Bay Storage Building	NULL	Bible Hill	Colchester
5 Bay Storage Building	90 Research Drive	Bible Hill	Colchester
Administration Building	90 Research Drive	Bible Hill	Colchester
Administration Building	90 Research Drive	Bible Hill	Colchester
Annapolis Building	66 Research Drive	Bible Hill	Colchester
Annapolis Building	66 Research Drive	Bible Hill	Colchester
Community Services Office Building	123 Henry Hensley Dr	Liverpool	Queens
Community Services Office Building	123 Henry Hensley Dr	Liverpool	Queens
Construction Field Office	10061 TK1	Greenwich	Kings
Construction Field Office	10061 TK1	Greenwich	Kings
Construction Office	469 Jubilee Rd	Bridgewater	Lunenburg
Construction Office	469 Jubilee Rd	Bridgewater	Lunenburg
Construction Office	319 Onward Drive	Berwick	Kings
Construction Office	319 Onward Drive	Berwick	Kings
Court House	141 High Street	Bridgewater	Lunenburg
Court House	141 High Street	Bridgewater	Lunenburg
Court House	164 Main Street	Yarmouth	Yarmouth
Court House	164 Main Street	Yarmouth	Yarmouth
Court House	377 ST. GEORGE ST	Annapolis Royal	Annapolis
Court House	377 ST. GEORGE ST	Annapolis Royal	Annapolis
Court House	54 EAST VICTORIA ST	Amherst	Cumberland
Court House	54 EAST VICTORIA ST	Amherst	Cumberland
Court House	69 WATER ST	Pictou	Pictou
Court House	69 WATER ST	Pictou	Pictou
Court House	117 QUEEN ST	Doboy	Doboy

**Radon Requests**

Status	Request Date	Samples	Contact	Phone	Email
Pending	2018/03/20	5	Parsons, Robyn	9021234567	robyn.parsons@novascotia.ca
Pending	2018/03/20	5	Parsons, Robyn	9021234567	robyn.parsons@novascotia.ca

Add Request

From this screen you can see at the top that the request was successfully saved, and at the bottom it notes the status of the request, the date requested, the number of samples, the contact person, phone number and email address.

If you want to make another request for this site simply click on “Add Request” in the lower right hand corner.

## 7.0 Radon Sampling Results

Click on “Radon Sampling Results” in the left hand menu and the following screen will appear:

The screenshot displays the 'Radon and Water Sampling Program' web interface. The left-hand navigation menu has 'Radon Sampling Results' selected. The main panel shows the 'Radon Sampling Results' page with a search form and a table of requests.

**Search Radon Requests**

District: Select County: Select  
Community: Select Site: Select  
Asset: Select Department: Select

Search

**Radon Requests**

ID	Samples	Request Date	Comments	Site	Asset	Civic Address	Community	County	Contact
#1	5	2018/03/20	Office #100, Office #101, Tech #105, Tech #106, Office 108	Hwy Ops Base - Hebbville	15 Bay Garage	869 JUBILEE RD	Hebbville	Lunenburg	Parsons, Robyn
#2	5	2018/03/20	Office #100, Office #101, Tech #105, Tech #106, Office 108	Hwy Ops Base - Hebbville	15 Bay Garage	469 JUBILEE RD	Hebbville	Lunenburg	Parsons, Robyn

Once this screen is brought up you have two ways of searching for your asset that you have requested testing to be completed on. The two ways are:

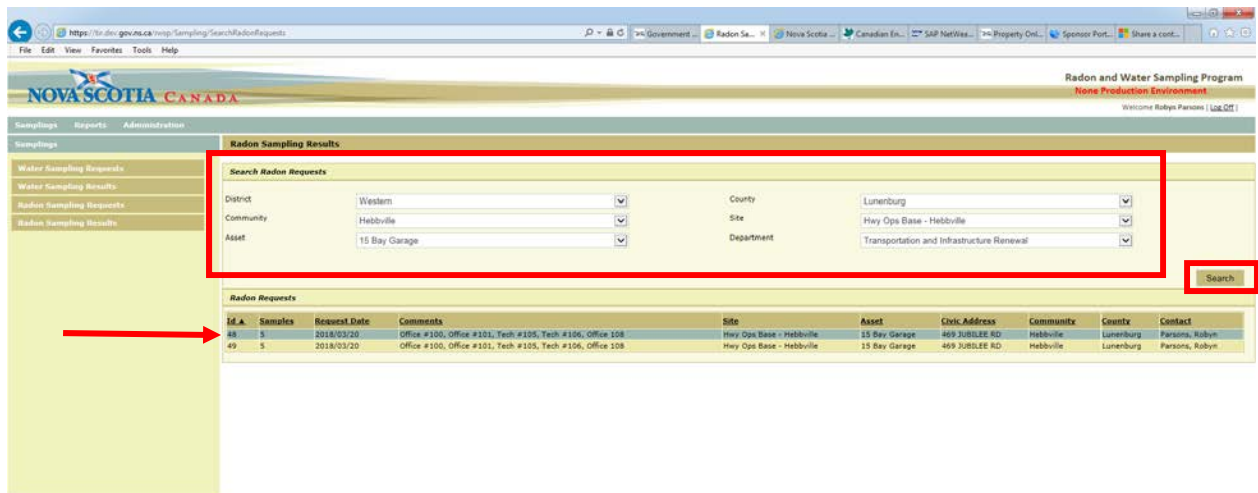
1. In the “**Search Radon Requests**” at the top section of page you can fill in all the drop down lists pertaining to your asset and it will appear in a single line under “Assets”. Example:

In the example, I selected:

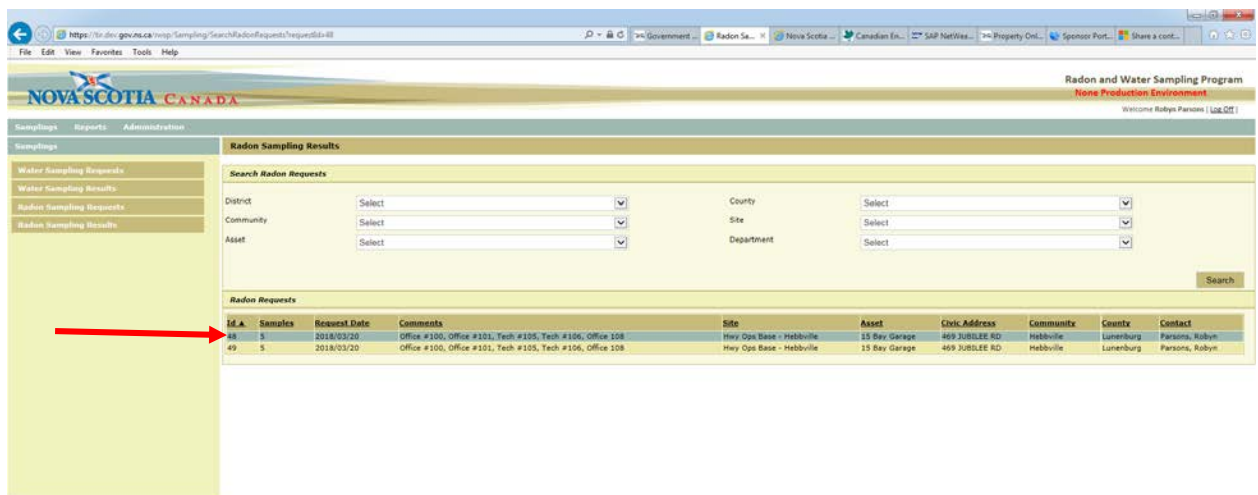
- District: Western;
- County: Lunenburg;
- Community: Hebbville;
- Site: Hwy Ops Base – Hebbville;
- Asset: 15 Bay Garage; and
- Department: Transportation and Infrastructure Renewal

Once this is all filled out click “**Search**”

2. The second option is to scroll down the list and find your asset you want testing completed on and click.



1. After click “Search” the following screen will appear:



This screen lists all the sampling/testing locations that match the criteria you entered in from the drop down lists.

To view results for any of the sampling/testing locations noted in the search you will have to click on the “Id” on the left hand side of the screen and the following screen will appear.

The screenshot shows the Nova Scotia Government website. The header includes the Nova Scotia logo and the text "Radon and Water Sampling Program" and "None Production Environment". The sidebar on the left contains links for "Samples", "Reports", and "Administration". The main content area is titled "Radon Results" and displays "Asset Detail" for a site at "Hwy Ops Base - Hubbville". Below this, a table titled "Radon Result Details (Request Id: 48)" lists four samples with their respective details. A "Back" button is located at the bottom right of the table.

Sample Id	Floor	Room	Room Type	Location Within Room	Detector Hgt.(m.)	Location Comment	Detector Type	Date Opened	Date Closed	BQ/m3	RPD(%)	Electret	Collected By	Company
2018-7686	1	100	Storage	top of shelf	2.00		ST00	2018/01/27	2018/05/02	70	0.00	SGW816	LN	Aqua-Check
2018-7687	1	101	Engineers Assistants Office	top of shelf	2.00		ST00	2018/01/27	2018/05/02	83	0.00	SHI396	LN	Aqua-Check
2018-7688	1	105	Storage	top of shelf	2.00		ST00	2018/01/27	2018/05/02	70	0.00	SGW816	LN	Aqua-Check
2018-7689	1	106	Engineers Assistants Office	top of shelf	2.00		ST00	2018/01/27	2018/05/02	83	0.00	SHI396	LN	Aqua-Check
2018-7690	1	108	Engineers Assistants Office	top of shelf	2.00		ST00	2018/01/27	2018/05/02	83	0.00	SHI396	LN	Aqua-Check

The results show values for the following:

- Sample ID;
- Room Number;
- Room Type;
- Location within Room;
- Detector Height;
- Location Comment;
- Detector Type;
- Date Opened;
- Date Closed;
- Result in Bq/m<sup>3</sup>;
- Relative Percent Difference (RPD);
- Electret Number;
- Collected by; and
- Company.

If there are additional results to view for this particular site simply click **“Back”** and it will take you back to list of results available.