

# NJDEP HABs/Cyanotoxins in Drinking Water Report: Instruction Manual

*Overview* - Any public water system that is susceptible to harmful algal blooms (HABs), such as surface water systems and GUDI systems, should be using the interactive NJDEP HABs/Cyanotoxins in Drinking Water Report (Tool) to report cyanobacterial/cyanotoxin data to NJDEP. The goal of the Tool is to have a uniform consistent format for receiving data so that NJDEP can assist systems in evaluating risks. The reporting tool uses the ArcGIS online platform.

*Access* - Each pertinent public water system should designate at least one point representative and one backup representative to maintain access to the Tool. To request access, send an email to [dwhab@dep.nj.gov](mailto:dwhab@dep.nj.gov), with the subject line: "HAB Reporting Tool Access," and include the following information:

- Public Water System Name.
- Public Water System ID.
- Name of Representative(s) to receive access.
- Title of Representative(s) to receive access.
- Email address(es) for those to receive access.

Within a week of receipt of the email request, NJDEP will send each representative an invitation, with a username and password, to access the Tool. It is recommended that you set up a security question so that you can reset your profile. You will then be able to access the Tool at the following link:

<https://survey123.arcgis.com/share/a1fac56205824c23a929121180441dc9?portalUrl=https://njdep.maps.arcgis.com>


The Tool may be accessed through the link provided **or** through the ArcGIS Survey123 app, available for mobile devices or personal computers in all major app stores (Apple, Google, Microsoft, etc.). Login to the app with the username and password provided by NJDEP. The ArcGIS Survey123 app provides the ability to alter previous submissions.

Instructions for downloading the Tool to use on a desktop computer can be found in the **Appendix**.

*Entering Data using the Tool –*

Select the **Name of System** from the drop-down menu. If an incorrect Name of System was chosen, delete the text, and reselect. The *PWSID*, *Treatment Plant Name*, and *Treatment Plant Number* will automatically populate from the Name of System.

NJDEP HABs/Cyanotoxins in Drinking Water Report



This Reporting Document allows the submission of all the samples available and the correlating analyte that may be present in each Sample.

**Name of System**

**PWSID**  
Autopopulated from system above

**Treatment Plant Name**  
(autopopulated)

**Treatment Plant Number**  
(autopopulated)

The **Sample Information** section allows your system to add all the information of the specific sample collected. Sample Date/Time, Sample Location ID, and Sample ID is all information created from your water system.

Provide the **Originating Source Water** from the drop down menu. If your water source is not on the list or are unsure, please choose “Other” and use the *Sample Location* mapping application to locate your coordinates with the *Sample Type Source*.

Sample Date/Time

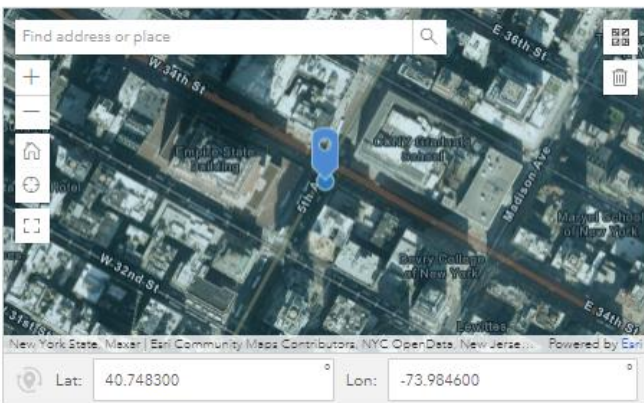
Sample Location ID

Sample ID

Originating Source Water

Sample Location

Map can be adjusted to sample location by clicking on desired location.



Find address or place

Lat: 40.748300 Lon: -73.984600

**Sample Location** allows you to choose the location where the sample was selected. The *Drop Pin* is auto populated from the Treatment Plant location.

**Map** can be adjusted to sample location by clicking on the desired location.

**Depth, Cell Counts** and **How the Cell Count was Determined?**, if information is available and applicable, can be filled into the text boxes.

**Depth (ft)**  
If Applicable (e.g. if POE)

**Cell Counts (cells/mL)**  
If Applicable

**How Was The Cell Count Determined?**

**Dominant Taxa, Toxic Gene Presence, and Toxin Analyte(s) Present** can be added if applicable, with the drop-down menus provided. An “Other” option is provided for all.

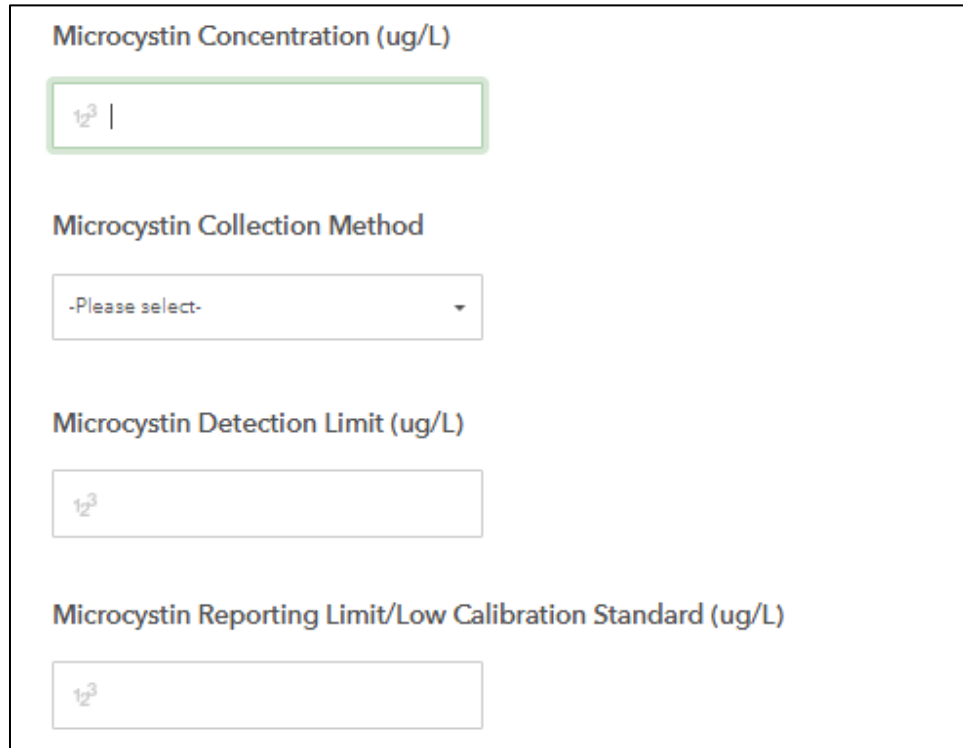
**Dominant Taxa**  
If Applicable

**Toxic Gene Presence (CYRA, MCYE, SXTA)**  
If Applicable

**Toxin Analyte(s) Present**

- Microcystin
- Cylindrospermopsin
- Anatoxin-a
- Saxitoxin

**Toxin Analyte(s) Present** allows system to choose which toxins are present in the sample: *Microcystin, Cylindrospermopsin, Anatoxin-a, Saxitoxin*, and *Other*. If your toxin information is not on the list or are unsure, please choose “Other” and use the textbox that will appear. After chosen the toxin, information will appear for each toxin that is present. *Microcystin* example is listed below:



The screenshot shows a form with four input fields for Microcystin data. The first field, labeled "Microcystin Concentration (ug/L)", contains the value "12<sup>3</sup>" and is highlighted with a green border. The second field, labeled "Microcystin Collection Method", is a dropdown menu with the text "-Please select-". The third field, labeled "Microcystin Detection Limit (ug/L)", contains the value "12<sup>3</sup>". The fourth field, labeled "Microcystin Reporting Limit/Low Calibration Standard (ug/L)", also contains the value "12<sup>3</sup>".

**Laboratory** allows the system to write in the laboratory information in the text box. If samples were tested in house, fill as “In House.”

**Sample Type Source** is the location where the sample was take in reference to the treatment plant. Options include *Finsihed Water Reservoir, Point of Entry to the Water Distributions Systems, Groundwater under the Direct Influence Well, Originating Source Water, Raw Water Line Located in the Treatment Plant* and *Other*. When “Other” is choosen, a text box will appear and text can be entered.

**Attachment** and **Comments** are available at the bottom of the Tool. Any picutres, lab results, files, or other pertenant information may be uploaded.

**Laboratory**  
If Applicable

**Sample Type Source**

**Document Attachment as applicable (e.g. lab report)**  
Attach PDF, Excel, JPG files here

**1**

**Comments**

500

**Systems must notify the Division of Water Supply and Geoscience (DWSG) by telephone at 609-292-2957 during business hours, or (877)-WARN-DEP during non-business hours, of any exceedances of cyanotoxins in the finished water within 6 hours in accordance with N.J.A.C. 7:10-2.4(b).**

As a reminder: Systems must notify the Division of Water Supply and Geoscience by telephone at (609) 292-2957 during business hours, or (877) WARN- DEP during non-buisness hours, of any exceedances of cyanotoxins in the finished water within six hours in accordane with N.J.A.C. 7:10-2.4(b).

For questions or comments, contact [dwhab@dep.nj.gov](mailto:dwhab@dep.nj.gov) or (609) 292-2957.

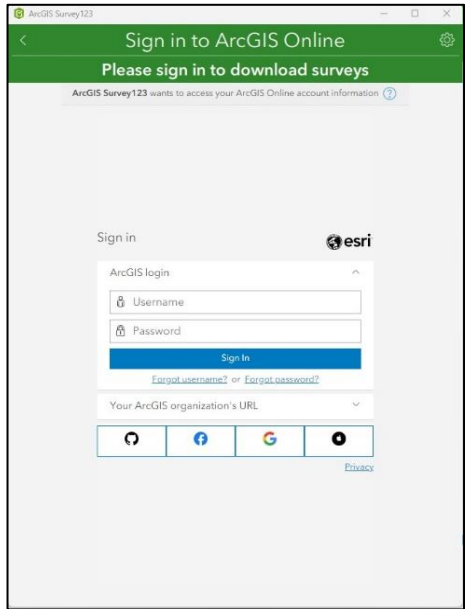
**Appendix. “NJDEP HABs/Cyanotoxins in Drinking Water Report” Installation and Use.**

**1. Installation of the Desktop Application**

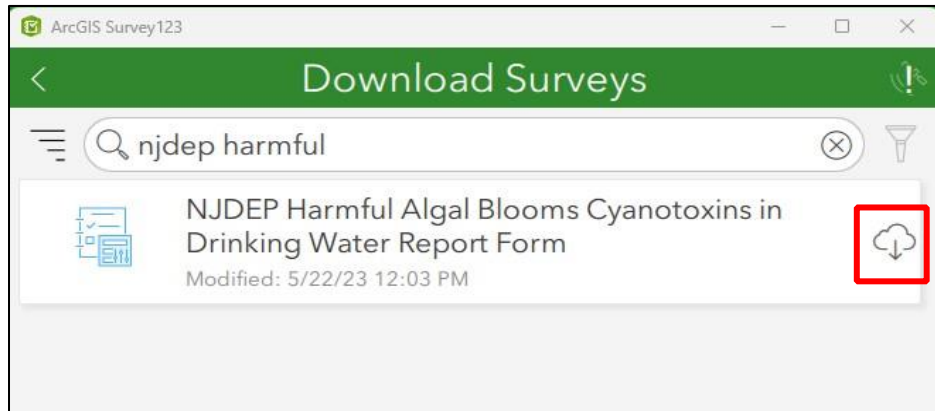
- a. Desktop application link: <https://links.esri.com/survey123/windows64>  
<https://links.esri.com/survey123/windows64>.
- b. iPhone/Android apps can be downloaded through their respective app store by searching for “Survey123.”
- c. Open the Survey123 application and click the Download Surveys button to search for the Tool.



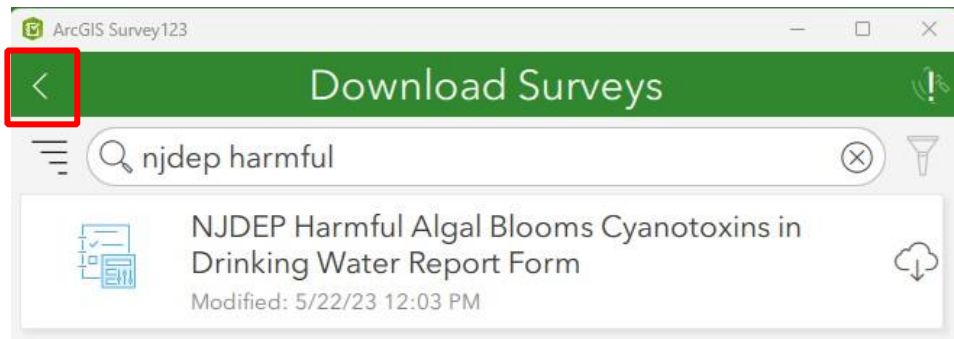
- d. Log in using your assigned username and password.



- e. If needed, use the search box to find the survey form by using the term “NJDEP Harmful Algal Bloom.” Click the cloud icon to download the form to your device.

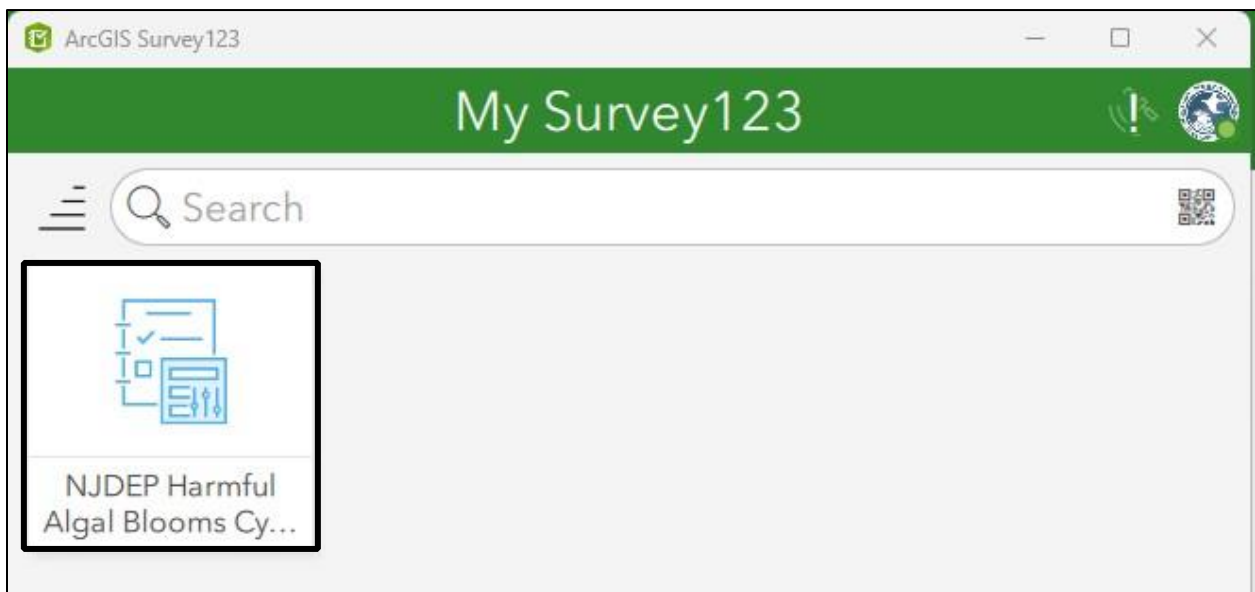


Once downloaded, click the back button to navigate to the main menu.



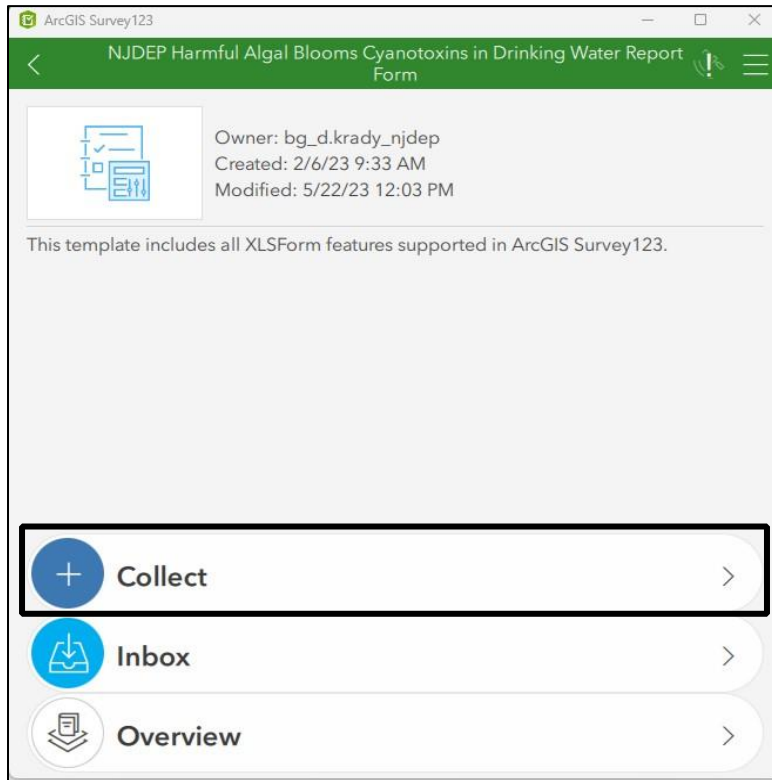
## 2. Using the HAB DW Survey Form

- a. Click on the NJDEP Harmful Algal Bloom form within the main menu.

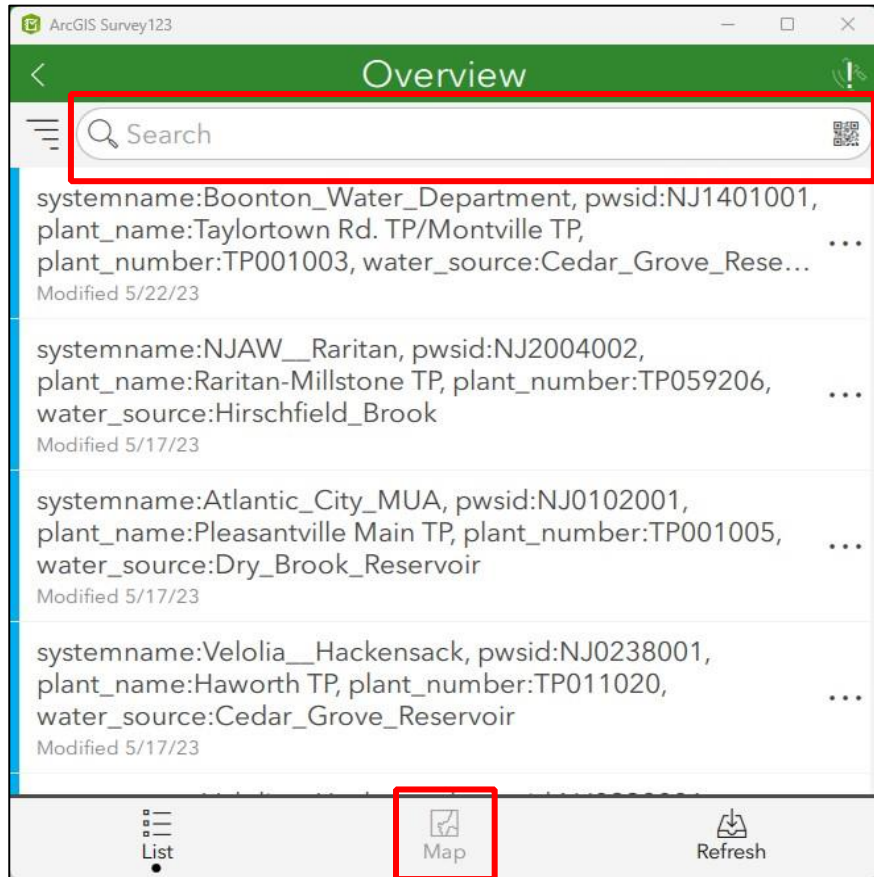




- b. Entering a new HAB record:
  - i. If you are entering a **new** HAB record, click the “Collect” button. Information can be entered into a new collection form.

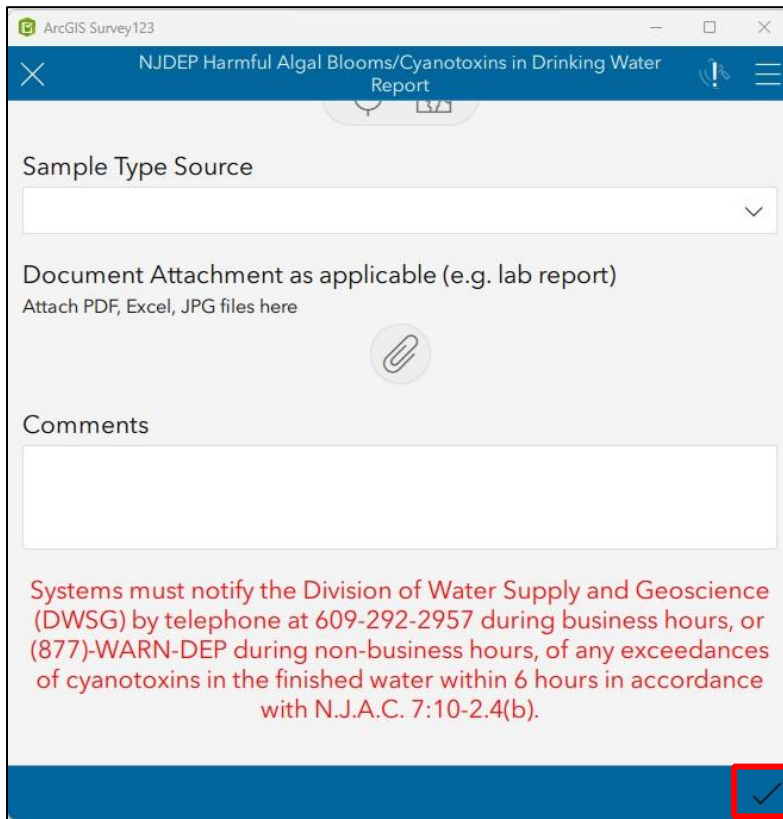


- ii. Within the Overview tab any record submitted by any user/system can be selected and edited. Use the Search Bar at the top to search for specific records, or the map tab at the bottom to search for records by selecting “Map.”

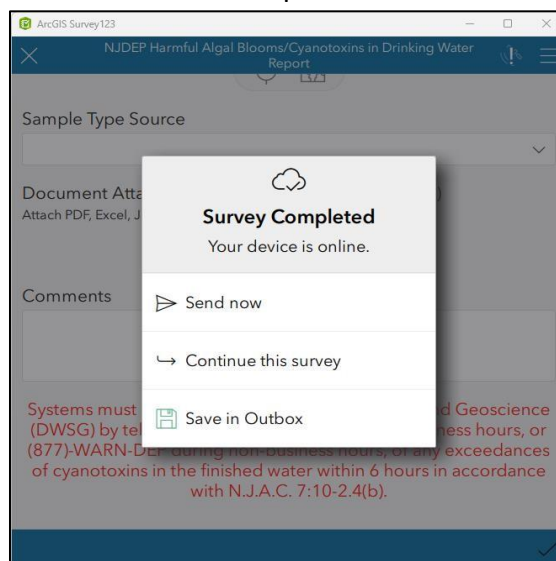


3. *Submitting or Saving a Form*

- a. When ready to submit a form click the check mark in the bottom right corner of the application.

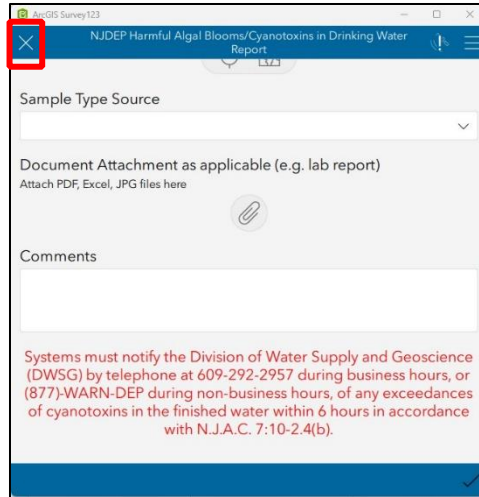


- b. A new window will pop up displaying three options:
  - i. *Send Now*: This will submit the current form.
  - ii. *Continue This Survey*: This will continue editing on the current form.
  - iii. *Save in Outbox*: This will save the form in the Outbox for continued editing and submission at a later point.



#### 4. Existing or Saving a Form

- a. You can choose to exit the current form by clicking the X button in the top left corner of the application.



- b. A window will pop up displaying three options:
  - i. *Save in Drafts*: This will save the form in a Drafts folder within the application on your device.
  - ii. *Continue this Survey*: This will continue editing on the current form.
  - iii. *Close and Lose Changes*: Exits the form and loses all changes.

