

Author(s) : Jurgen Claes
Sylvain Nootens

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Summary:	User manual of the data-exchange web-platform tool for: <ul style="list-style-type: none"> • "suppliers" regarding the submission of their auto control programme radioactivity in drinking water with reference to the royal decree of 31.05.2016 and FANC decree of 24.11.2016; • "suppliers" and laboratories to upload, consult and export measurements; • "suppliers" to build up, edit and submit their annual report.
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Document approval

<u>Review</u>	<u>Author</u>	<u>Verification</u>	<u>Approval</u>
5	Jurgen Claes	Sylvain Nootens	Geert Biermans

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0	2016-12-19	Initial version in EN	Jurgen Claes
1	2019-07-01	CSAM login, upload and consult measurements, Labo analysis registration	Jurgen Claes
2	2019-08-01	Update "Summary" text box on head page, correction of typographical errors	Jurgen Claes
3	2020-03-24	Initial versions in Dutch and French	J. Claes/S. NOOTENS
4	2022-04-08	Additional explanations and corrections	Jurgen Claes
5	2022-06-10	Addition of fields "Aquifer name(s)" and "Groundwater Body name(s)"	Jurgen Claes

1. Objective

This note is a manual for proper use of the data-exchange web-platform tool which “suppliers” have to use for the submission of their auto control programme to the regulator with reference to the Royal Decree of 31.05.2016 and FANC decree of 24.11.2016. Laboratories can use the web-tool to upload measurements for their clients (suppliers) which on their turn can consult or export the data.

2. Scope

Implementation of the Royal Decree of 31 May 2016 regarding the protection of public health from radioactive substances in water intended for human consumption of 31 May 2016.

3. Manual

The data-exchange web-platform can be accessed by following link: <https://dyp.fanc.be/>

3.1. Create account

From 01/04/2019, a login or account must be created through use of CSAM¹, an interface for organisations to manage the roles it wishes to grant to its users to allow access to Belgian governmental applications, FANC DXP being one of them. Users can connect to CSAM by popular strong identification technologies such as e-ID and ItsMe.

If you are unfamiliar with the CSAM platform, you are invited to read the documentation provided on the CSAM website, available in different languages. For a quick overview of how the CSAM user management works, consult the CSAM Access Guide on DXP: <https://dyp.fanc.be/Help/AccessGuide>.

In short, the organisation/enterprise appoints through the eGov Role Management application a Chief Access Role Manager (your legal representative or CEO) which – in general – assigns 1 or more Access Managers. The roles for the EDWD application are found at the eGov Role Management application at Internal Affairs, FANC, Drinking Water Directive.

You can also consult the HR or accountancy service of your organisation for more information as the CSAM platform is also used for other governmental applications such as social security and tax declarations, they will most likely already be familiar with it. They should be able to tell you who the access managers are inside your organisation.

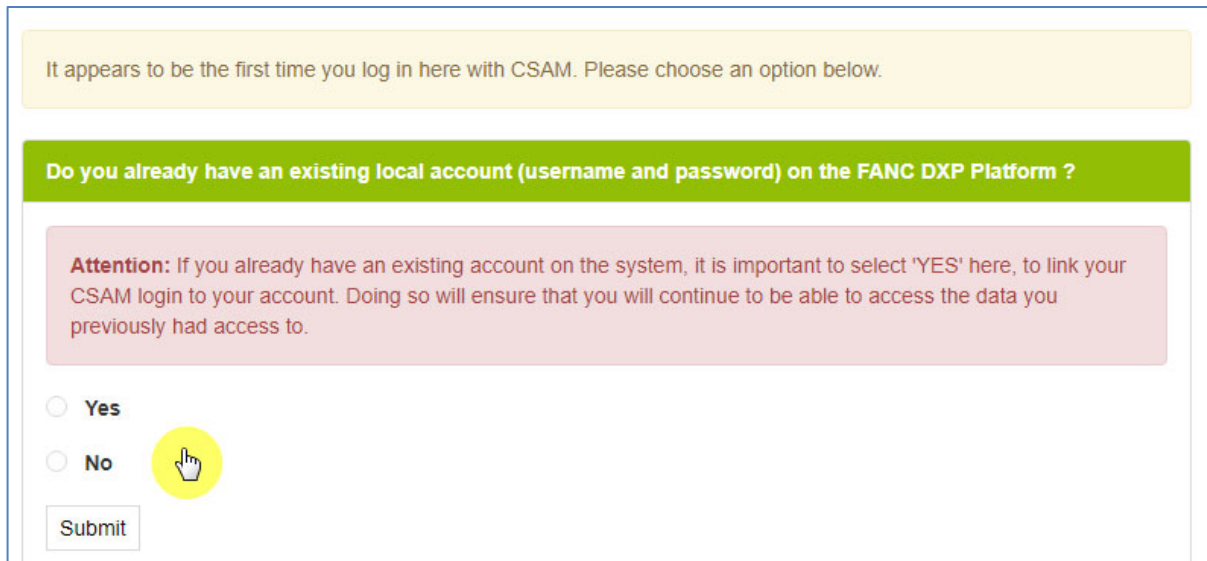
3.2. Log in

Logging in is in general only possible with a valid CSAM login (see §3.1). Only in special cases a local account can be attributed e.g. to grant a role to a user which does not have a Belgian eID card (see Access Guide for more details).

¹ **ATTENTION:** A transition period to link ‘old already existing accounts’ (and their corresponding contents) to new CSAM accounts will run until 31/12/2019. **It is highly recommended to link both accounts before this date (§3.2.1 and §3.2.1.1).**

3.2.1. Wizard on first CSAM login (FANC DXP)

Upon first CSAM login, you will be presented with a wizard to link your existing DXP account (if you have one) to your CSAM login. Select “yes” if you already have an existing account on DXP. Else, select “No”.



It appears to be the first time you log in here with CSAM. Please choose an option below.

Do you already have an existing local account (username and password) on the FANC DXP Platform ?

Attention: If you already have an existing account on the system, it is important to select 'YES' here, to link your CSAM login to your account. Doing so will ensure that you will continue to be able to access the data you previously had access to.

☐ Yes

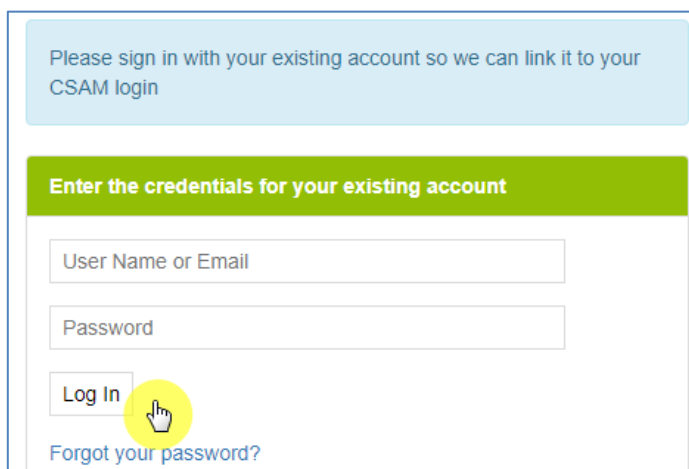
☐ No

Submit

Figure 1: CSAM vs existing account

3.2.1.1. “YES” at wizard on first CSAM login

If you selected “yes” in step §0, enter your existing account credentials and log in.



Please sign in with your existing account so we can link it to your CSAM login

Enter the credentials for your existing account

User Name or Email

Password

Log In

[Forgot your password?](#)

Figure 2: CSAM / existing account “yes”

Upon successful login, you will get the “account linking succeeded” message.

Your account is now linked

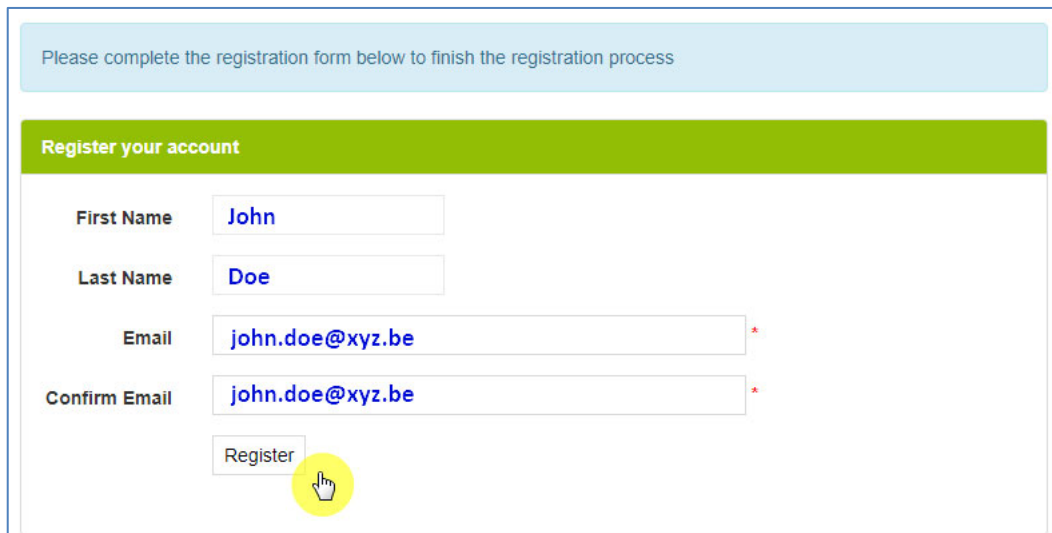
Account linking succeeded ! Your existing FANC DXP account is now linked to your CSAM login. You can now use the application.

IMPORTANT: From now on, you should only use the CSAM login method to connect to the platform. Username and password login will be deprecated in the near future.

Figure 3: CSAM / existing account linked

3.2.1.2. « NO » at wizard on first CSAM login

If you selected « no » in step §0, you will need to complete your account registration. First and last name will be filled in automatically; if your email address is known in the Belgian National Registry (NR), it will also be filled in, but you will need to type it a second time to confirm it. If you wish to register with a different email address from the one known in the NR, you can do so by typing another email address in both fields.



Please complete the registration form below to finish the registration process

Register your account

First Name: John

Last Name: Doe

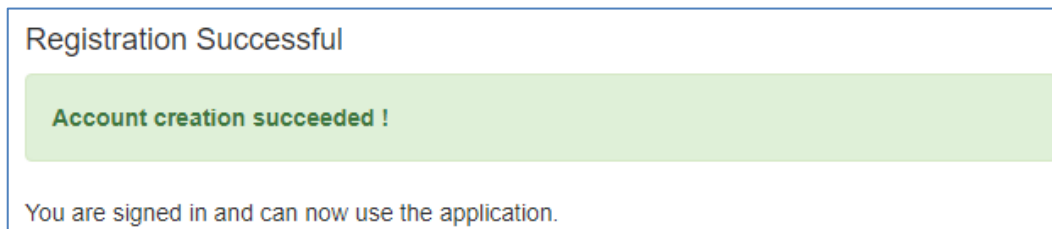
Email: john.doe@xyz.be *

Confirm Email: john.doe@xyz.be *

Register

Figure 4: CSAM / existing account "No"

If you complete the registration with the same email address as known in the NR, you will be signed in directly. No need for additional verification.



Registration Successful

Account creation succeeded !

You are signed in and can now use the application.

Figure 5: CSAM account created 01

If you complete the registration with a different email address as known in the NR, your account will be created but you will receive an email containing a link to verify your email address. You need to click on this link before you can sign in.

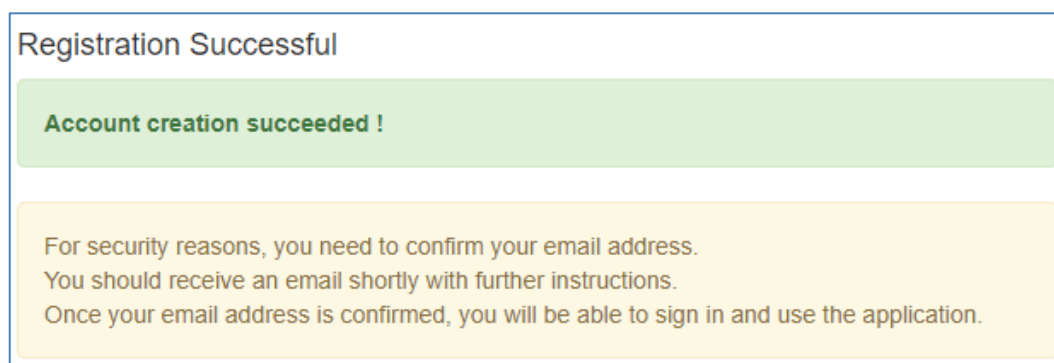


Figure 6: CSAM account created 02

3.3. Suppliers Module

This module contains all necessary tools for the « Supplier ».

3.3.1. Register New Supplier(s)

If your organisation does not yet exist in the EDWD database, it must be registered. To do so, select Supplier/Register New Supplier from the menu bar.

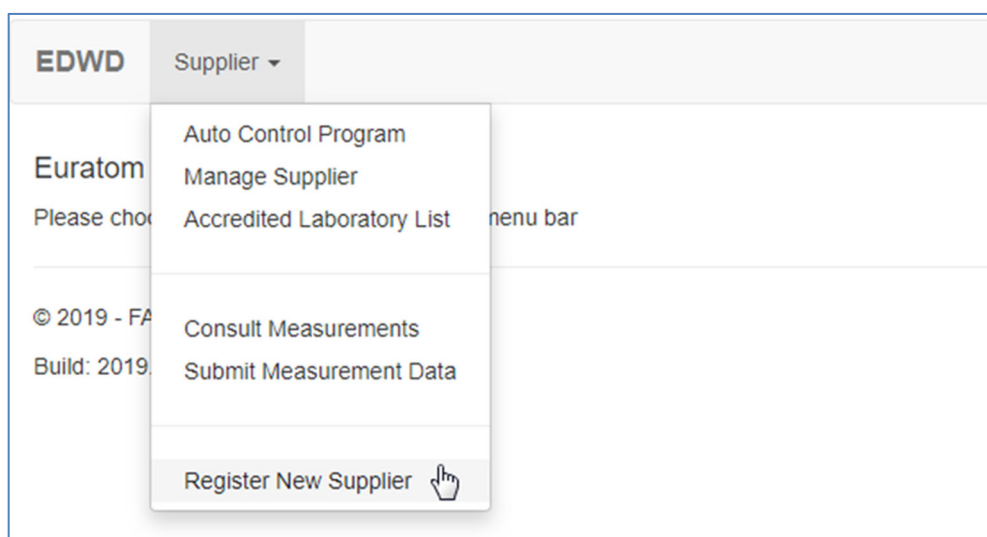


Figure 7: Supplier Application Module

3.3.1.1. Crossroad Bank for Enterprises lookup

Enterprises can be matched with the Crossroad Bank for Enterprises (KBO/BCE). This is mandatory for Belgian enterprises and foreign enterprises should also be present in CBE if they have a Belgian unit.

Business units can also be matched with the CBE (not mandatory but recommended if available). Enter the enterprise or business unit CBE number in the appropriate field to start the lookup (Figure 8).

If you don't know the number, consult the CBE website. You can access the site by clicking on the given link "[consult the CBE website](#)". Lookup can be done by keywords (Figure 9).

Select the CBE number of your organisation in the dropdown list. If the CBE number is not shown, you might not have received the adequate role for EDWD from your organisations CSAM manager.

Select the number from the list below. Only CBE numbers you have permission to are shown.

(Choose a CBE number)

Figure 8: Lookup CBE number – part 01

EN NL FR DE

economie

KBO
BCE

CBE Public Search

Home | New | Info Public Search | Info CBE | Disclaimer | Contact

New search by number

New search by name

New search by activity

New search by license

New search by address

phonetic

exact

Search term (required)

federaal agentschap voor nucleaire controle

Inclusive of old designations Legal Person

☐

Postal code

☒ Physical person

☒ Legal person

☒ Establishment unit

All legal forms

BCE Public Search displays the public data of all enterprises registered into the BCE, including their establishment units. All enterprises can be consulted, regardless of their state (active, published or stopped). Read more on this in [New](#).

How can you have incorrect data adjusted? This information is currently only available in [Dutch](#) and [French](#).

Figure 9: Lookup CBE number – part 02

The CBE Public Search will give all Corporate and Business Units connected to the keywords.

Phonetic search term: federaal agentschap voor nucleaire controle(exclusive of old designations)

Legal form: All legal forms

Enterprises (Physical person and Legal person) and Establishment units

2 enterprises or establishment units found.

ENT/VE Status	Enterprise number	Info establishment units	Denomination	Address
1 Enterprise as a Legal person Active	0254.487.220 April 15, 1994	1 Establishment unit	Federaal Agentschap voor Nucleaire Controle	Rue Ravenstein 36 1000 Bruxelles
2 EU Active	0254.487.220	2.146.699.773 July 1, 2003	Federaal Agentschap voor Nucleaire Controle (FANC)	Rue Ravenstein 36 1000 Bruxelles

2 enterprises or establishment units found.

Figure 10: Lookup CBE number – part 03

If a corporate CBE number is entered in the « CBE number lookup » field, the FANC application will show a list of all business units that are connected to this corporate number (Figure 10). The user can either select the appropriate business unit from the list with a double click for registration or click « close » to register and use the corporate unit.

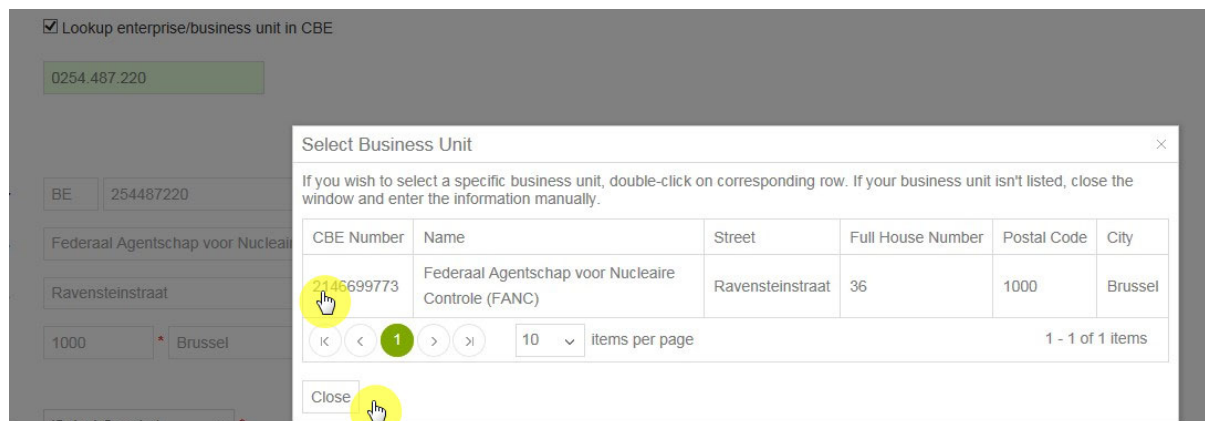


Figure 11: Lookup CBE number – part 04

3.3.1.2. Corporate CBE number selection

If a corporate CBE number is entered or selected, the appropriate Corporate Unit data from CBE is imported into the « Enterprise Data » section. All fields at the « Business Unit Data » section are mandatory but still empty. The user has to copy / fill in manually the same data from the « Enterprise Data » section. **In this case the Corporate Unit is registered as a « supplier »!** The Business Unit address is taken as the official (correspondence) address of the supplier.

3.3.1.3. Business Unit CBE number selection

If a business unit CBE number is entered or selected, the appropriate business unit data from CBE is imported into the « Business Unit Data » section and the Corporate Unit data is imported into the « Enterprise Data » section. **In this case the Business Unit is registered as a « supplier »!** The Business Unit address is taken as the official (correspondence) address of the supplier.

3.3.1.4. Enterprises without CBE number

Foreign Enterprises without any CBE number must de-check the « Lookup enterprise/business in CBE ». After selecting their country of origin/registration, all fields have to be filled in manually.

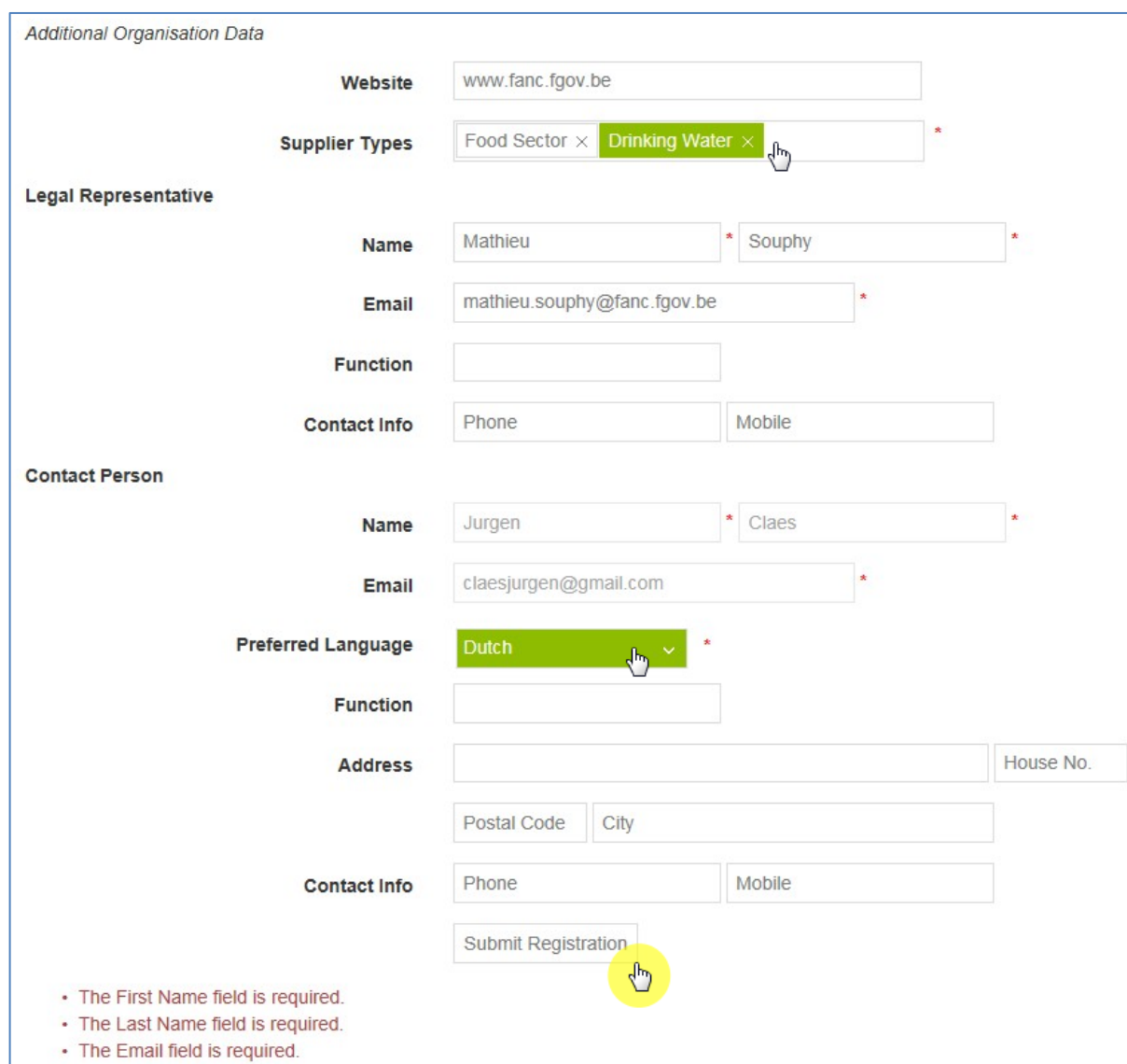
3.3.1.5. Additional Organisation Data

Next print screen gives an overview of the « Additional Organisation Data » section. Some fields are mandatory (*), others not.

- « Supplier Types »
Identify which type of supplier your company is: Food Sector or Drinking Water supplier. If you are both, multiple selection is possible, so choose both options.
- « Preferred Language »
Select in which language you prefer to communicate: French, Dutch or English. When contact is necessary, initial communication will be done in the chosen language.
- « Address contact person »
It happens that parts of a Business Unit such as labs and research & development facilities are not located on the premises of the Business Unit but situated nearby e.g. a lab in another street or with a different house number. If such address is given, this

one will be used first and/or for officious purposes. The Business Unit address remains the official contact point.

When done, push the « Submit Registration » button.



The form is titled "Additional Organisation Data" and is divided into several sections. The "Supplier Types" section shows "Food Sector" and "Drinking Water" selected. The "Legal Representative" section includes fields for Name (Mathieu, Souphy), Email (mathieu.souphy@fanc.fgov.be), and Function. The "Contact Info" section has fields for Phone and Mobile. The "Contact Person" section includes fields for Name (Jurgen, Claes), Email (claesjurgen@gmail.com), Function, and Address (with separate fields for House No., Postal Code, and City). A "Submit Registration" button is at the bottom. A yellow circle with a hand icon points to the button. Red asterisks indicate required fields. A legend at the bottom left explains the asterisks.

Additional Organisation Data

Website

Supplier Types

Legal Representative

Name

Email

Function

Contact Info

Contact Person

Name

Email

Preferred Language

Function

Address

Contact Info

* The First Name field is required.
* The Last Name field is required.
* The Email field is required.

Figure 12: Registration supplier data

3.3.1.6. Unique Supplier Code

Each time a supplier is registered, it receives an unique identification code. For suppliers who are registered by means of their unique CBE number, the unique code will be an incremental counter followed by their CBE number. Example given for the Federal Agency for Nuclear Control:

- CBE = BE 2146.699.773;
- Identification code = 01BE2146699773

When different users (different accounts) register a corporate or business unit which already has been submitted, the counter will increase by 1 unit: 01, 02, etc.

This can happen when different departments or sections are responsible for their own auto control programme (ACP) or follow-up and are all part of the same corporate or business unit, but do not have a CBE number. In this case, each section (who have created an account) will select and register the same Enterprise/business unit but each user will receive their unique code.

This code will also be used for the unique identification of each registered PDC-point (point of compliance).

3.3.2. Auto Control Programme Module

IMPORTANT REMARK:

Once the « SUBMIT PROGRAMME » button is hit, the Auto Control Programme Declaration for the chosen supplier is submitted and therefore BLOCKED by the system. Changes aren't possible anymore until The Agency has reviewed the submission.

You can add and edit PDC-points, annexed documents as long as you do not hit the « Submit » button. When leaving the application or logging out, all your work will be saved so you can introduce your proposal for monitoring in several steps.

3.3.2.1. Choose Supplier

Go to EDWD/Supplier/Auto Control Programme to register, edit and submit. For each supplier registered, an auto control programme (ACP) can be submitted.

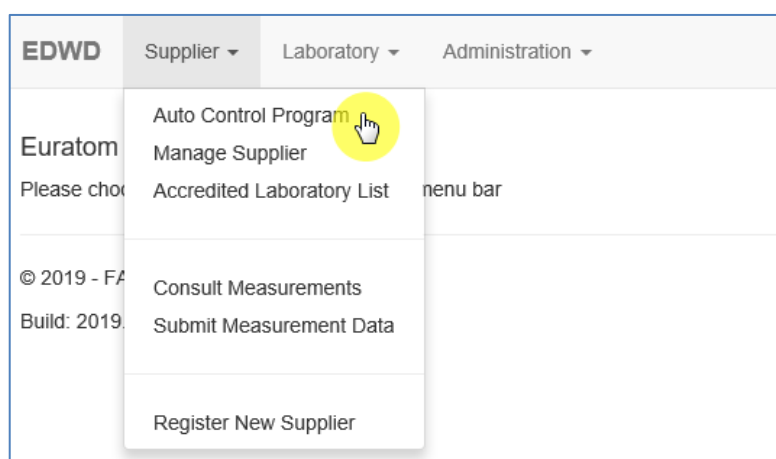


Figure 13: Supplier Applications module

Choose the supplier from the « Enterprise » and/or « Business unit » drop-down list if more than one was registered to your account. If none is listed, you may need to register it first (§3.3).

Auto Control Program Declaration

Select Organisation

Enterprise (All) ▼

Business Unit (Select one) ▼

Don't see your enterprise and/or business unit listed? You may need to [register it](#) for this module.

Figure 14: Supplier selection - Part 01

Auto Control Program Declaration

Select Organisation

Enterprise (2146699773) Federaal Agentschap voor Nucleaire Controle (FANC), 1000 Brussel ▼

Business Unit (Select one) ▼

(01BE0892419202) BEL V

(2146699773) Federaal Agentschap voor Nucleaire Controle (FANC), 1000 Brussel

Figure 15: Supplier selection - Part 02

After selecting, five tabs can be viewed: ACP Status, PDC List, Water/Food Ratio, Attachments and Analysis Labo (Figure 16).

Auto Control Program Status PDC List Water / Food Ratio Attachments Analysis Labo

Supplier Number: 01BE2146699773

Enterprise: 0254487220, Agence Fédérale de Contrôle Nucléaire, Markiesstraat 1, 1000 Brussel

Business Unit: 2146699773, Agence Fédérale de Contrôle Nucléaire (AFCN), Markiesstraat 1, 1000 Brussel

Type(s): Drinking Water, Food Sector

ACP Start Date: 01/05/2019

☒ Export Auto Control Program To Excel

Status History

Date	Status
14/12/2016 16:50:38	Supplier Registered

Figure 16: Auto control program Status tab

3.3.2.2. Encoding PDC points

Select "PDC List" tab and "Add new record" to encode a Point of Compliance.

Figure 17: PDC List tab – Part 1

The unique identification code of the PDC point is auto-generated and based upon your supplier's unique code + a counter. Example given: 01BE2146699773-A01.

All fields are mandatory and must be filled in starting from top to bottom. After entering the GPS coordinates² in decimal degrees, the system will automatically pre-select « Locality » and « NUTS Code ». If the proposed Locality or NUTS Code is not correct, first verify the GPS coordinates. In case the coordinates are correct, Locality and NUTS code can be changed manually if necessary (Figure 18).

Figure 18: Locality information

At some fields you will find an information symbol ⓘ (e.g. at "Catchment", "Characterisation", etc.). A pop-up screen with additional explanations appears when you hover over it with the mouse pointer (see Figure 19; e.g. explanatory information regarding the possible choices in the associated drop-down list).

² **ATTENTION:** be careful not to switch the latitude and longitude decimal degree coordinate numbers. You can verify by using the "Toggle PDC Map" function (§3.3.2.3).

NUTS 2013 Code	Specify the origin of the water source: <ul style="list-style-type: none"> • RIVER: surface water from river • LAKE-BASIN: surface water from lake/bassin • AQUIFER: Groundwater • MIXED-SURFACE: mix of different surface waters • MIXED-AQUIFER: mix of different groundwaters • MIXED-MIXED: mix of (different) surface water(s) AND (different) groundwater(s) • OTHER - SPECIFIED IN COMMENT: Other or unknown; to be specified in the "Comment" field
Catchment ⓘ	
Characterisation ⓘ	
Are water treatment filters present?	(Select Option) ▼

Figure 19: information index ⓘ

When the value « Aquifer », « Mixed-Aquifer » or « Mixed-Mixed » is selected in the field « Catchment », two additional fields appear, namely « Aquifer name(s) » and « Groundwater body name(s) » (Figure 20). The name(s) of the aquifer(s) and groundwater body(s) must then be selected in these (mandatory) fields. The fields are multi-select (Figure 21). They are grouped by region (Brussels-Capital, Flanders and Wallonia).

Catchment ⓘ	Mixed-Aquifer ▼
Aquifer name(s) ⓘ	(Multiselect)
Groundwater Body name(s) ⓘ	(Multiselect)

Figure 20: Fields « Aquifer name(s) » and « Groundwater body name(s) » – Part 1.

Catchment ⓘ	Mixed-Aquifer ▼
Aquifer name(s) ⓘ	A0300 - Boom Aquitard ✕ A0500 - Bartoon Aquitardsysteem ✕
Groundwater Body name(s) ⓘ	FLEMISH REGION A0000 - Onbepaald FLEMISH REGION A0100 - Quartaire Aquifersysteem A0200 - Kempens Aquifersysteem A0300 - Boom Aquitard A0400 - Oligoceen Aquifersysteem A0500 - Bartoon Aquitardsysteem A0600 - Leda-Deinzele-Brusselse Aquifersysteem
Characterisation ⓘ	
Are water treatment filters present?	
Water Origin	
SW (%)	▼ %
GW (%)	▲ %

Figure 21: Fields « Aquifer name(s) » and « Groundwater body name(s) » - Part 2.

The field « Are treatment filters in place? » is mandatory. Tick this if, after pumping up groundwater, surface water or other, this water is treated via filters such as a sand filter, activated carbon, etc. (Figure 22).

Are water treatment filters present?	<div>Yes</div> <div>(Select Option)</div> <div>Yes</div> <div>No</div>
Water Origin	
SW (%)	

Figure 22: field « Are treatment filters in place? ».

The sum of the percentages at the section « Water Origin » and section « Water Destination » must equal 100 for each section (figure 23).

If it concerns a first or new PDC point, the « Sample Rate for Ta/Tb, H3 and Rn222 » is always the same. Sample Rates can only differ if a measurement period of minimum 4 years has been performed and contains at least two measurement results (see guideline Request Frequency Reduction).

At the end, a justification or motivation of the PDC choice or additional information on any given field value can be added in the « Comment » field.

The function « Enabled » allows to “deactivate”³ registered PDC points (enabled unchecked) or to “activate” them again. For a new PDC point, this is set to “enabled” by default.

³ **ATTENTION:** Registered and approved PDC points can never be deleted since they are (geographically) unique and linked to measured values in the database. If a PDC point is no longer used in the future (e.g. closure of the business unit, replaced by another PDC point, ...) the point must be “deactivated”.

Water Origin

SW (%) 40 %

GW (%) 60 %

Water Destination

DW (%) 100 %

CW (%) %

IW (%) %

Volume 100,00... m³ / day

For a new PDC-point or a first ACP submission, the 3 sample rates below must be equal.

Sample Rate Ta/Rb 12.00 / year

Sample Rate H3 12.00 / year

Sample Rate Rn222 12.00 / year

Comment

Enabled ☒ Enabled

Figure 23: Fields « Water Origin », « Water destination » and « Sample rate ».

Hit the « Update » button to store in the database and « Add new record » to encode the next PDC point⁴. When done all encoded points will be listed in the overview (Figure 24).

(01BE214669773) Federaal Agentschap voor Nucleaire Controle (FANC)

Auto Control Program Status **PDC List** Water / Food Ratio Attachments Analysis Labo

Show Official PDC List

Number	Latitude	Longitude	Locality	NUTS 2013 Code	Volume	Sample Rate	DW	CW	IW	SW	GW	Version	Enabled	Status	
01BE214669773-A01	N50.679250	E004.702300	3000	BE24	100000	12	100	0	0	40	60	1	✓	Not Submitted	<input type="button" value="Edit"/>
01BE214669773-A02	N50.953380	E004.718550	3110	BE24	20000	4	100	0	0	0	100	1	✓	Not Submitted	<input type="button" value="Edit"/>
01BE214669773-A03	N50.953657	E004.719258	3110	BE24	90	0.25	0	0	100	100	0	1	✓	Not Submitted	<input type="button" value="Edit"/>
01BE214669773-A04	N50.953657	E004.719258	3110	BE24	1200	1	0	100	0	100	0	1	✓	Not Submitted	<input type="button" value="Edit"/>

Page 1 of 1 250 items per page 1 - 4 of 4 items

Figure 24: PDC List tab – Part 02

⁴ **ATTENTION:** Each unique PDC-point has its unique set of coordinates. Otherwise stated: no PDC-points can have the exact same set of latitude / longitude coordinates.

3.3.2.3. Toggle PDC Map

This function will show all encoded PDC points on a geographical map and allows you to verify their location by vision. All « Enabled » PDC points will appear in green; points which are disabled will appear in red. Select a point on the map to see its unique PDC code. Hit the « Toggle PDC Map » button to close the map (Figure 25).

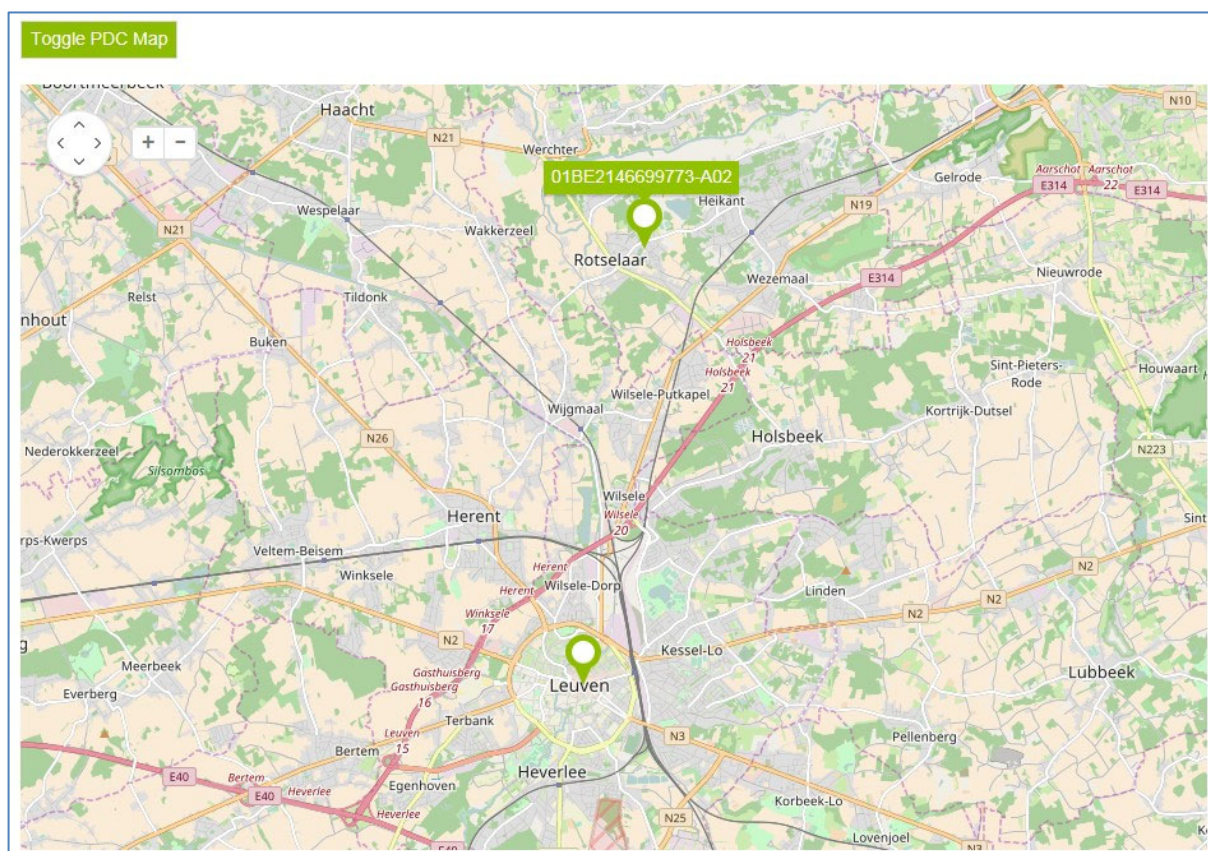


Figure 25: Toggle PDC map

3.3.2.4. Edit PDC points

As long as no submission of the programme has been done ("Submit Programme" button on the bottom of the tab "Auto control programme status"), all encoded PDC points can be edited by clicking on the « Edit » button on the right (Figure 24).

3.3.2.5. Export Auto control programme

After encoding all PDC points, the ACP can be exported into an Excel spreadsheet by clicking on the « Export Auto Control Program to Excel » button (see Figure 16). All unique PDC codes are present in the exported table. These PDC codes are necessary to identify each sample and therefore should be present on each sampling sheet (intended for the lab performing the radioactivity measurements). The other tabs of the ACP are also exported.

3.3.2.6. Water / Food Ratio

This function allows you to enter the Water/Food Ratio or WFR value (in % on a weight basis) for each fabricated food product coming from a particular PDC-point that uses contact or incorporation water.

Hit the « Add new record » button and select the appropriate PDC point from the drop-down list and fill in the corresponding fields.

Figure 26: Water to food ratio tab – Part 01

A 45% water/food ratio⁵ means 45 kg of water was needed or added during the entire process to produce 100 kg of food end product (Figure 27). In the « End Product Description » field enter the generic name of the product e.g. jam, yoghurt, chips, biscuit, soup, soda drink...

The « Valid From » field is the starting date from where the encoded data is valid or true for the end product. By default, the current date is preselected. **The « Valid Until » field remains empty** (Figure 27).

Add as many records as needed⁶.

3.3.2.7. Edit Water/Food Ratio

As long as no submission of the programme has been done ("Submit" button on the bottom of the tab "Auto control programme status"), all encoded water/food ratio records can be edited by clicking on the « Edit » button on the right (see Figure 28).

If in the future the Water/Food Ratio data of a product needs to be updated due to the use of a different production process etc., the "valid until" date must be filled in manually to "close down" this (old) record, and a new record is created with a possible new description and weight ratio percentage.

⁵ **ATTENTION:** the WFR is NOT the moisture content of the food end product! The WFR is the (weight) ratio of all water that was added (or used) during the production process to the amount of food produced. Water that leaves the production process due to filtration, centrifuging, drying etc. may not be subtracted from the water total! In short: summarise all water that was "added" (in kg/day) and divide through the output (food produced in kg/day). A WFR value can vary from 1% up to several hundred %.

⁶ **ATTENTION:** each PDC-point (that is related to food production), must have at least 1 WFR value! It can also contain more WFR values if the PDC-point is related to more than one production process leading to different end products (or families), each having a significant different WFR value.

PDC 01BE2146699773-A03

End Product Description confituur

End Product Water Weight Ratio 45 %

Valid From 15/12/2016

Valid Until

Update **Cancel**

Figure 27: Water to food ratio tab – Part 02

PDC	End Product Description	End Product Water Weight Ratio (%)	Valid From	Valid Until	
01BE2146699773-A03	confituur	45	15/12/2016		Edit
01BE2146699773-A04	chips	40	15/12/2016		Edit

Figure 28: Water to food ratio tab – Part 03

3.3.2.8. Export Water / Food Ratio

After editing all Water/Food Ratio's to the appropriate PDC points, the water/food ratio declaration can be exported into an Excel spreadsheet by clicking on the « Export ACP to Excel » button (Figure16). All unique PDC codes are present in the exported table.

3.3.2.9. Attachments

Different attachments such as simplified schemes⁷ and other relevant information can be uploaded to your ACP. File size is limited to 20 Mb and only following extensions are valid: doc(x), xls(x), pdf, png and jp(e)g.

Click on the « Upload New File » button and browse to the desired file on your personal computer. Repeat the process until all files are uploaded. A description of the uploaded file can be given by clicking on the « Edit » button ». **Remark:** please give the file before uploading also a short descriptive name.

⁷ **ATTENTION:** a simplified (production) scheme is mandatory and should be complete but remain "simplified"! Examples of such expected schemes for respectively the food industry and drinking water producers are shown in the technical guide for drawing up an ACP proposal.

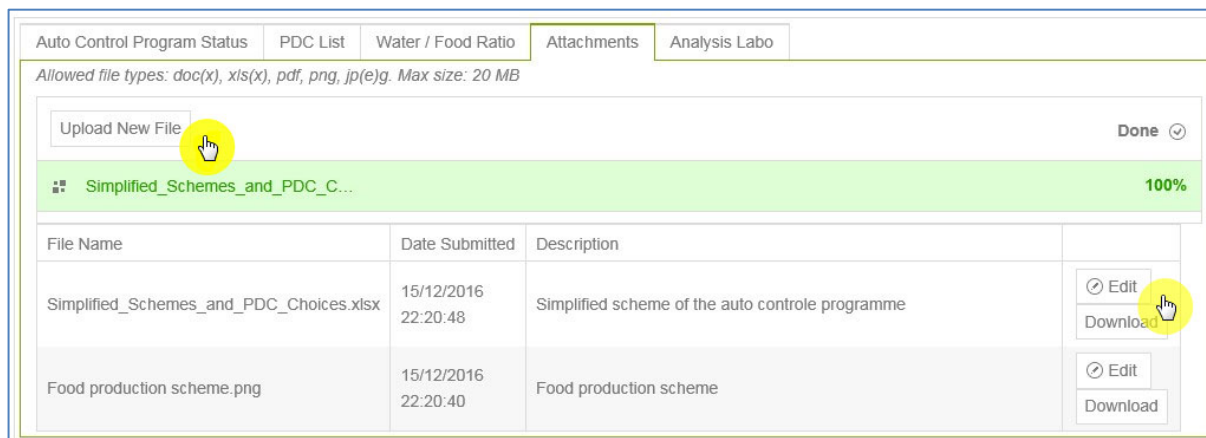


Figure 29: Attachments

3.3.2.10. Edit Attachments

As long as no submission of the programme has been done ("Submit Programme" button on the bottom of the tab "Auto control programme status"), all uploaded attachments can be edited by clicking on the « Edit » button on the right (Figure 29).

3.3.2.11. Analysis Labo

This function allows you to identify the labs who are performing the radioactive analysis on the samples. Select « Add New Record » to add a lab and repeat until all labs are entered.

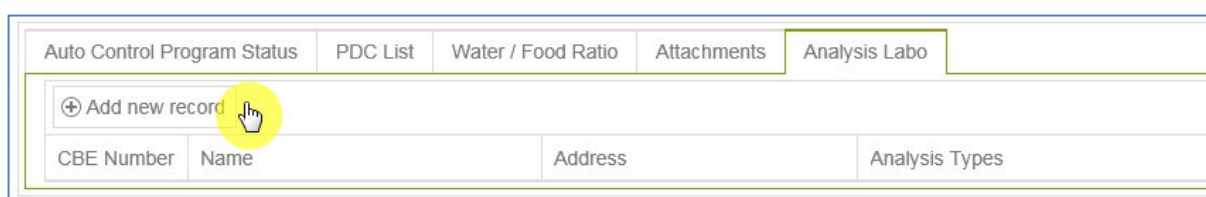


Figure 30: Analysis Lab tab – Part 01

Identical to §3.3.1.1 you can enter the CBE number of the lab (if registered in Belgium) in the appropriate field to import the relevant enterprise data. For foreign labs without any CBE number, you must de-check the « Lookup enterprise/business in CBE ». After selecting the country of origin/registration, all fields have to be filled in manually.

At the field « Analysis Types⁸ », you can select the analysis that the lab is executing.

If the field « Labo may upload measurement data on my behalf » is checked, measurements which are uploaded by a lab account will be accepted by the web-tool and the supplier receives a notification from the system that new measurements are present. If unchecked⁹, measurements coming from a lab account will be rejected.

⁸ **ATTENTION:** all possible analysis types shown and available in the list (level 1 = aT, bT, K40, bR, H3 and Rn222 and level 2 = all others), must be attributed to at least 1 identified lab. This means that all possible 13 analysis types should be visible when done (see figure 32). For more than 99,9% of the Suppliers, all types can be attributed to one lab.

⁹ **ATTENTION:** if unchecked (not recommended), the supplier himself must encode all measurements - in accordance with the imposed requirements - into the mandatory DXP-EDWD measurements template and upload it into DXP.

Labo information

☒ Lookup enterprise/business unit in CBE
(consult the CBE website.)

2191000861

CBE Country BE *

CBE Number 2191000861 *

Name Centre d'Etude de l'Energie Nucléaire - Studie *

Street Boeretang *


House No. 200 *

Postal Code 2400 *

City Mol *

Analysis types performed by this labo

Analysis Types aT x bT x bR x K40 x H3 x Rn222 x

Labo may upload measurement data on my behalf ☒ 

Update **Cancel**

Figure 31: Analysis Lab tab – Part 02

Auto Control Program Status PDC List Water / Food Ratio Attachments Analysis Labo					
⊕ Add new record					
CBE Number	Name	Address	Analysis Types	Labo has upload permission	
2191000861	Centre d'Etude de l'Energie Nucléaire - Studiecentrum voor Kernenergie (Andere)	Boeretang 200, 2400 Mol	aT, bT, bR, K40, H3, Rn222	✓	<div>Edit</div> <div>Delete</div>
2193089628	IRE ELIT	Avenue de l'Espérance(F) 1, 6220 Fleurus	Spectro G, Spectro a (Pu238-239, Am241), Spectro a (U234-238-235), Ra226-228, Pb210, Po210, Spectro b (C14, Sr90)	✗	<div>Edit</div> <div>Delete</div>

Figure 32: Analysis Lab tab – Part 03

3.3.2.12. Edit Analysis Labo

The list of your partner labs can be edited at any time, even if your Auto Control Programme is in the « Submitted » status. By clicking the « Edit » button you are able to change the analysis types and upload permissions. If your partnership with a certain lab has ended, you can remove the record by clicking the « Delete » button (Figure 32).

3.3.2.13. Submit Auto Control Programme

As stated before in §3.3.2, once an ACP Declaration for the chosen supplier is submitted, changes are no longer possible and the declaration is blocked by the system until The Agency has reviewed the submission.

To submit the declaration, select the « Auto Control Programme Status » tab and hit the « Submit Programme » button¹⁰ (Figure 33).

Date	Status
15/12/2016 16:55:36	Edited
14/12/2016 16:50:38	Supplier Registered

Figure 33: Submit the Auto Control Programme Declaration

After submission, a notification of the declaration is send to the Agency and User (on the registered account email).

The user receives a notification by email when the declaration is validated and accepted or rejected by the Agency. In the second case, the rejection is accompanied with a motivation and recommendations. The ACP declaration is « released » so that the supplier can edit and make changes to the initial proposal. Suppliers are expected to submit a new proposal taking into account previous feedback within 2 weeks.

The Supplier starts its ACP as soon as a notification of « Accepted » is received from the Agency.

3.3.2.14. Modification of the Auto control Programme

When a supplier wants to change its validated auto control programme declaration in the future because of changed circumstances such as implementation of a new food production process or the use of other water sources etc., the supplier can modify and edit any aspect of the declaration at any time.

After submitting the new declaration (with motivation/justification) the validation process is repeated as described in §3.3.2.13.

¹⁰ **ATTENTION:** if certain minimal requirements of the ACP are not done, it is possible that no « Submit Program » button is visible (available). In that case a notification message will state its shortcomings.

3.3.3. Manage Supplier

All changes concerning users and their role are done through the eGov Role Management application (<https://iamapps.belgium.be/rma/generalinfo?language=en>). The Supplier is responsible for attributing the appropriate roles in its organisation and keeping it up-to-date when people are replaced (e.g. retiring, career change).

Administrative data or details of the organisation can be changed by selecting EDWD/Supplier/Manage Supplier function (see Figure 7 and §3.3.1.5); e.g. email and phone number of the EDWD contact person.

3.3.4. Accredited Laboratory List

This function gives a list of all current registered laboratories on the DXP that provide services in the context of the required radioactivity analyses on water intended for human consumption. Currently this feature is still under development.

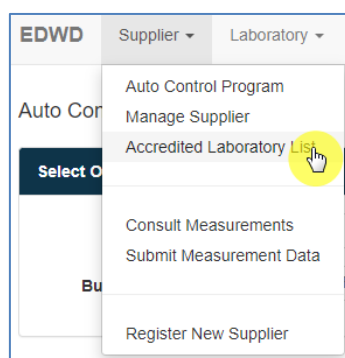


Figure 34: Laboratories list

3.3.5. Submit Measurement Data

This function allows suppliers to upload radioactivity measurements data. The feature is identical to the one in the Laboratories Module. For more detail on the use, see §3.4.3).

In general Suppliers will not use this function since the measurements will already be uploaded by the laboratories who offer and execute the analyses. When data is uploaded by laboratories, suppliers will get a notification from the system if its relevant PDC-codes are present. If Suppliers want to take the responsibility of the submission of data in their hands, they can upload the data themselves¹¹ but is not recommended.

3.3.6. Consult Measurements

Successful submitted data can be consulted, filtered and exported. Click on the « Consult Measurements » tool to access this feature (Figure 34).

¹¹ **ATTENTION:** radioactivity data must be encoded according the mandatory guidelines using the latest version of the « EDWD Measurements Template ». For more detail, see technical guide « EWD Lab Analysis ».

3.3.6.1. Select and Retrieve Measurement Data

Choose your appropriate Supplier from the Enterprise/Business Unit drop-down list (if the user has access/roles to different enterprises or company units). Only data related to the selected Enterprise/Business Unit can be requested.

The screenshot shows a web interface titled 'PDC Measurements'. Below the title is a green header bar labeled 'Filter Criteria'. The form contains several fields: 'Enterprise' and 'Business Unit' are dropdown menus with text indicating a selection; 'Data File' is a dropdown menu with '(All)' selected; 'Period Preset' is a dropdown menu with 'Year To Date' selected; 'Begin Date' and 'End Date' are date input fields with calendar icons; and 'Extra Filters' is a dropdown menu. A 'Retrieve Data' button is at the bottom. Yellow hand icons are placed over the dropdown arrows and the calendar icons to indicate they are interactive.

Figure 35: Consult Measurements – Select Data

In the field « Data File », you can only select (complete) data sets that you have uploaded yourself (see §3.4.3.1, §3.4.3.3). Other pre-selection possibilities are available at « Period Preset » ([current] year to [current] Date, Sliding 12 months or sliding 3 months); or you can choose a « begin date » and « End Date ».

With « Extra Filters », « Select all non-regular statuses » additional pre-selection filters can be applied to the selected data period:

- Normal - Highlighted: TID values < 0.1 mSv/Y and so OK (green)
- High Value - No evaluation required: values exceeding their parameter value (yellow)
- High Value - Evaluation required: TID values > 0.1 mSv/Y and not yet evaluated by FANC (orange)
- Evaluated – OK: TID values > 0.1 mSv/Y and evaluated OK by FANC (blue)
- Evaluated – Not OK: TID values > 0.1 mSv/Y and evaluated Not OK by FANC (red)

Unwanted filters can be removed by clicking on « X »; « Clear status selection » removes all extra filters.

Begin Date: 01/01/2019

End Date: 02/05/2019

Extra Filters

Status

Normal - Highlighted ✕ High Value - No evaluation required ✕

High Value - Evaluation required ✕ Evaluated - OK ✕

Evaluated - Not OK ✕

Select all non-regular statuses Clear status selection

Retrieve Data

Figure 36: Consult Measurements – Extra Filters feature

Push the « Retrieve Data » button to query the database; the corresponding data will be shown. Like in Excel, traditional data filters can be applied to the “headers” (click on the funnel icon).

Color codes (concern mostly TID nuclides): Normal highlighted // High value // High value needing evaluation // Evaluated and OK // Evaluated but NOT OK

Export currently filtered data to Excel

PDC Number ↑ ↓	Locality	Nuclides	Begin Date ↑ ↓	LT	Activity Value	Uncertainty Value	Labo	Comment
01BE2146699773-A06	8600 Diksmuide	TID	14/01/2019 11:30:00		0.125 MSV/Y		IRE-ELIT	TESTFILE
▶ 01BE2146699773-A06	8600 Diksmuide	PB-210	14/01/2019 11:30:00	<	0.0123 BQ/L		IRE-ELIT	TESTFILE
▶ 01BE2146699773-A06	8600 Diksmuide	K	14/01/2019 11:30:00		35.5 MG/L	15 %	FANC-LAB	TESTFILE
▶ 01BE2146699773-A06	8600 Diksmuide	PO-210	14/01/2019 11:30:00	<	0.00302 BQ/L		IRE-ELIT	TESTFILE
▶ 01BE2146699773-A06	8600 Diksmuide	U-234	14/01/2019 11:30:00	<	0.0013 BQ/L		IRE-ELIT	TESTFILE
▶ 01BE2146699773-A06	8600 Diksmuide	T-U	14/01/2019 11:30:00	<	0.0025 BQ/L		IRE-ELIT	TESTFILE
▶ 01BE2146699773-A06	8600 Diksmuide	RA-226	14/01/2019 11:30:00	<	0.00491 BQ/L		IRE-ELIT	TESTFILE
▶ 01BE2146699773-A06	8600 Diksmuide	K-40	14/01/2019 11:30:00		0.994 BQ/L	0.149 BQ/L	FANC-LAB	TESTFILE
▶ 01BE2146699773-A06	8600 Diksmuide	U-238	14/01/2019 11:30:00	<	0.0012 BQ/L		IRE-ELIT	TESTFILE
▶ 01BE2146699773-A06	8600 Diksmuide	RA-228	14/01/2019 11:30:00	<	0.0141 BQ/L		IRE-ELIT	TESTFILE
▶ 01BE2146699773-A06	8600 Diksmuide	T-BETA	14/01/2019 11:30:00		1.07 BQ/L	0.201 BQ/L	IRE-ELIT	TESTFILE
▶ 01BE2146699773-A06	8600 Diksmuide	R-BETA	14/01/2019 11:30:00	<	0.08 BQ/L		IRE-ELIT	TESTFILE
▶ 01BE2146699773-A07	8554 Zwevegem	PB-210	14/01/2019 09:15:00	<	0.12 BQ/L		IRE-ELIT	TESTFILE
▶ 01BE2146699773-A07	8554 Zwevegem	U-234	14/01/2019 09:15:00	<	0.0013 BQ/L		IRE-ELIT	TESTFILE
▶ 01BE2146699773-A07	8554 Zwevegem	RA-228	14/01/2019 09:15:00		0.021 BQ/L	0.01 BQ/L	IRE-ELIT	TESTFILE
▶ 01BE2146699773-A07	8554 Zwevegem	T-ALFA	14/01/2019 09:15:00		0.18 BQ/L	0.043 BQ/L	IRE-ELIT	TESTFILE
▶ 01BE2146699773-A07	8554 Zwevegem	U-238	14/01/2019 09:15:00	<	0.0012 BQ/L		IRE-ELIT	TESTFILE
▶ 01BE2146699773-A07	8554 Zwevegem	TID	14/01/2019 09:15:00		0.033 MSV/Y		IRE-ELIT	TESTFILE
▶ 01BE2146699773-A07	8554 Zwevegem	PO-210	14/01/2019 09:15:00	<	0.0021 BQ/L		IRE-ELIT	TESTFILE

Figure 37: Retrieved Data

Clicking on a “PDC-Code” (e.g. 01BE2146699773-A06) will group and show only results from this particular PDC-point. This function or filter allows in a quick way to look and verify at measurements from that point taken at other dates.

Detailed information from a point or measurement can be consulted by clicking on the small arrow icon in the front (figure 38): details about the submitter or uploader, the ACP information coupled to that PDC-point and specifics of the data (set) itself (LIMS ID, DF number, etc.).

Export currently filtered data to Excel

PDC Number	Locality	Nuclides	Begin Date	LT	Activity Value	Uncertainty Value	Labo	Comment
01BE2146699773-A06	8600 Diksmuide	TiD	14/01/2019 11:30:00		0.125 MSV/Y		IRE-ELIT	TESTFILE

Details Status History

Supplier: Federaal Agentschap voor Nucleaire Controle (FANC) (Contact: Jurgen Claes / Email: claesjurgen@gmail.com / Phone: null)

Data Submitter: Federaal Agentschap voor Nucleaire Controle (FANC) (Contact: Jurgen Claes / Email: claesjurgen@gmail.com / Phone: null)

Coordinates: LAT: 50.9895 / LON: 2.837

Catchment: River

Characterisation: Reservoir

Average Volume: 33 m³/Day

Annual Frequency: 0.25

Origin: SW: 100% / GW: 0%

Destination: DW: 0% / CW: 92% / IW: 8%

LIMS ID: 2019-00184

Data File Information: Number: DF201900099 / Uploaded: 17/04/2019 08:57:17

FANC Measurement ID: 3

01BE2146699773-A06 8600 Diksmuide PB-210 14/01/2019 11:30:00 < 0.0123 BQ/L IRE-ELIT TESTFILE

Figure 38: Detailed PDC-point record view – General information

Tab « Status History » gives you the log of all evaluations and actions (potentially) performed on this point.

Export currently filtered data to Excel

PDC Number	Locality	Nuclides	Begin Date	LT	Activity Value	Uncertainty Value	Labo	Comment
01BE2146699773-A06	8600 Diksmuide	TiD	14/01/2019 11:30:00		0.125 MSV/Y		IRE-ELIT	TESTFILE JRC Geel

Details Status History

Date	Status	Sub Status	User	
17/04/2019 12:27:20	Evaluated	OK	JC	Show Comment
17/04/2019 12:26:11	Evaluated	Not OK	JC	Show Comment
17/04/2019 08:58:32	High Value	Evaluation required	(System)	

Comment

Filter saturated; replace filter.

Figure 39: Detailed PDC-point record view – Status History

3.3.6.2. Export measurement data

When a query on the database is done (§3.3.6), the result can be exported to Excel through the « Export Currently Filtered data to Excel » button¹². The exported file contains - next to the measurements visible on the screen – also for each PDC-point its corresponding ACP information and specifics of the data set (LIMS ID, DF number, etc.).

3.3.7. Summary Report Module

This function allows the supplier to build up and edit summary reports. The tool should be used to submit the annual summary report to the regulator. All reports can be exported. Currently the tool is still under development and is to be expected begin 2023.

¹² **ATTENTION:** if any filters are applied and active on the data set, only the filtered (visible) data is exported to Excel.

3.4. Laboratory Module

This module contains all necessary tools for the « Laboratory ».

3.4.1. Register New Labo

Please read and execute first paragraphs « 3.1 Create Account » and « §3.2 Log in ». When done, go to application EDWD/Laboratory/Register New Labo to add and register a laboratory to your account.

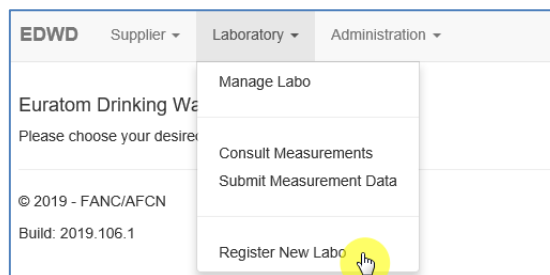


Figure 40: Laboratory Applications Module

The procedure to register a laboratory is similar to register a « Supplier » (see §3.3 for more detail). Enter the « Enterprise number » (or Business units number) in the corresponding field and start the lookup in the Crossroad Bank for Enterprises (KBO/BCE).

Select the CBE number of your organisation in the dropdown list. If the CBE number is not shown, you might not have received the adequate role for EDWD from your organisations CSAM manager.

After selection, complete the administrative data at the mandatory sections e.g. Enterprise and Business unit data, legal representative, contact person etc. and hit the « submit registration » button.

3.4.2. Manage Labo

3.4.2.1. General information

This section allows to manage and update the general administrative data. Choose the appropriate enterprise from the drop-down list and apply the changes. When done, push the « Update » button at the bottom of the page.

3.4.2.2. Accreditation

Each analysis type that is offered by the laboratory must be registered with its appropriate accreditation document (ISO 17025). When a laboratory is registered for the first time, it must build up and submit their complete analysis list for approval; otherwise the existing list can be edited and updated.

Push « Add new record » and choose from the dropdown list the analysis type you want to add. Fill in the « Valid from » and « Valid until » date, possible add a « comment » and push « Update » (Figure 41).

The screenshot shows the 'Accreditation' tab with a table containing one record. The 'Add new record' button is highlighted. An 'Edit' dialog box is open, showing a dropdown for 'Analysis Type' with 'Spectro a (Pu238-239, Am241)' selected. The 'Valid From' date is 24/04/2017.

Analysis Type	Valid From	Valid Until	Comment
Spectro a (Pu238-239, Am241)	24/04/2017		

Figure 41: Laboratory Analysis Type List

Next, add the accreditation document of the given analysis type. Push the small "arrow" in front of the analysis record to open the detail view, select « Upload File » and look for the appropriate accreditations document on your computer. When done, select « Edit » and add the name of the method and page number of the document. Repeat if needed (Figure 42 and 43).

The screenshot shows the 'Accreditation' tab with a table containing one record. The 'Upload New File' button is highlighted. The 'Certificate Files' section is visible below the table.

Analysis Type	Valid From	Valid Until	Comment	Status	Actions
Spectro a (Pu238-239, Am241)	24/04/2017	01/06/2019		Created	Edit Delete

Figure 42: Analysis Type Accreditation - Part 01

The screenshot shows the 'Accreditation' tab with a table containing one record. The 'Edit' button for the 'EDWD-Accreditation_Spectro_a_Pu238-239.pdf' file is highlighted. The 'Certificate Files' section is visible below the table.

Analysis Type	Valid From	Valid Until	Comment	Status	Actions
Spectro a (Pu238-239, Am241)	24/04/2017	01/06/2019		Created	Edit Delete

File Name	Date Uploaded	Description	Actions
EDWD-Accreditation_Spectro_a_Am241.pdf	24/04/2017 15:13:53	Am241 Certificate	Edit Download Delete
EDWD-Accreditation_Spectro_a_Pu238-239.pdf	24/04/2017 15:13:22	Pu238-239 Certificate	Edit Download Delete

Figure 43: Analysis Type Accreditation - Part 02

When all analysis types are added, submit the list. The system will send a notification and an evaluation will follow.

Analysis Type	Valid From	Valid Until	Comment	Status	
▶ Spectro a (Pu238-239, Am241)	24/04/2017	01/06/2019		Created	
▶ bT	24/04/2017	01/06/2019		Created	
▶ bR	24/04/2017	01/06/2019		Created	
▶ K40	24/04/2017	01/07/2018		Created	
▶ H3	24/04/2017	01/07/2018		Created	
▶ Rn222	30/05/2017		Accreditation demand running and expected on 30/05/2017	Created	
▶ aT	24/04/2017	01/07/2017		Created	

Figure 44: Submit Analysis Type Accreditation

The laboratory will receive the result of the evaluation report as soon as possible. When all is approved, no further action is needed.

If one or more items are rejected the Laboratory is asked to respond to the received feedback and make corrections and/or give further clarification. Rejected "analyse type" records can be modified « Edit » or removed « Delete ». When changes are made, the « Submit Accreditation » button will reappear. When done, submit the update.

Analysis Type	Valid From	Valid Until	Comment	Status	
▶ Spectro a (Pu238-239, Am241)	24/04/2017	01/06/2019		Accepted	
▶ bT	24/04/2017	01/06/2019		Accepted	
▶ bR	24/04/2017	01/06/2019		Accepted	
▶ K40	24/04/2017	01/07/2018		Accepted	
▶ H3	24/04/2017	01/07/2018		Accepted	
▶ Rn222	30/05/2017		Accreditation demand running and expected on 30/05/2017	Accepted	
▶ aT	24/04/2017	01/07/2017		Rejected	

Figure 45: Analysis Type Accreditation - Part 03

Updating the analyse type list is mandatory when its accreditation expires or if other or new methods are going to be used.

3.4.3. Submit Measurements Data

This function allows labs to upload radioactivity measurements data. During upload, the measurements data file will undergo a set of validation rules. If 1 violation is found, the entire dataset will be rejected; if so, a processing results ZIP package will be generated for download, giving visual and written feedback of the discovered violations. If processing is successful, the data is transferred to the database.

3.4.3.1. Upload Measurement Data File

Since it is possible that users have roles for different businesses, choose in the Business Unit field, the stakeholder from the list in whose name you are going to upload measurement data for.

The tab « Templates » hosts the latest version of the required .xlsx template. Please verify if the latest version has been used. If not, download the newest template¹³; consult the « Version History » sheet of the Excel file for more detail about the changes.

Click onto the « Upload New Files » button and browse to the appropriate .xlsx datasheet¹⁴. After uploading into the platform, the system will process received files according First In/First Out principle (FIFO). Depending upon traffic, it can take a while (up to several minutes) before actual processing of the datasheet starts.

The screenshot shows the 'Data Submission' interface. At the top, there's a 'Select Organisation' section with a green header. It contains two dropdown menus: 'Enterprise' (set to '(All)') and 'Business Unit' (set to '(2146699773) Federaal Agentschap voor Nucleaire Controle (FANC), 1000 Brussel'). Below this is an 'Upload New File(s)' button. A yellow box indicates 'Allowed file types: .xlsx, Maximum file size: 10.00 MB'. There are two tabs: 'Datafiles' and 'Templates'. Below the tabs, a message says 'Color codes: Successfully processed // Warnings during processing // Errors during processing'. A 'Refresh Grid' button is located below the message. At the bottom, there's a table header with columns: 'File Number', 'Date Submitted', and 'File Name'.

Figure46: Upload selection page

Hit the « refresh Grid » button to refresh the processing status. A notification label will appear on the right: unprocessed, processing, processing finished. Each dataset receives an unique FANC Data File number (e.g. DF201900099).

¹³ **ATTENTION:** if a new template is available, we recommend to transfer your measurements data – before upload – to the latest version; **please do this by COPY -> PASTE SPECIAL -> PASTE AS VALUES.**

¹⁴ **ATTENTION:** Only .xlsx Excel files are accepted. The Excel sheet page that contains the measurement data must keep its sheet name « Report-Sheet ». If not, the system will not accept or process your data file.

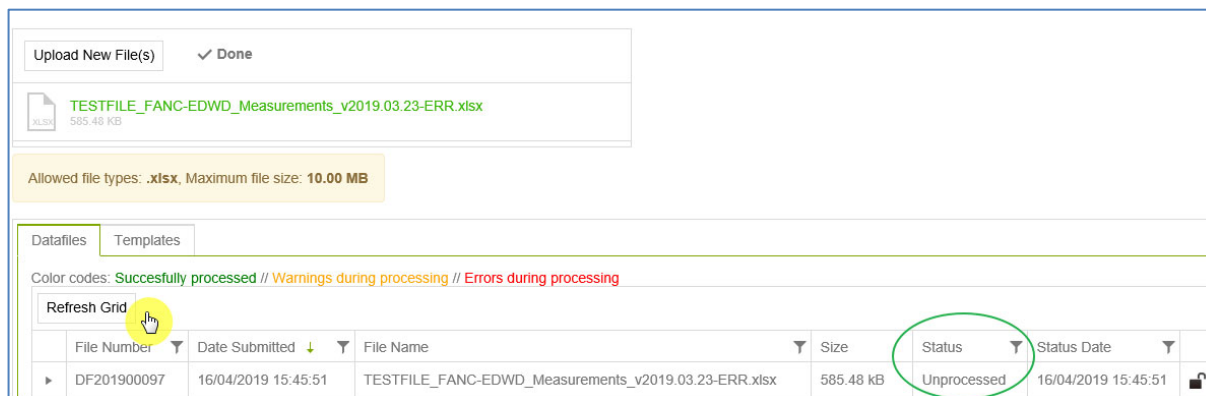


Figure 47: Processing status – Part 01

3.4.3.2. Measurement data rejected

If the status is red, the data didn't pass the set of validation rules and the data should be reviewed and corrected. Click on the "small triangular flash" in front of the status line for opening the data info page and hit the <download file package> button. A ZIP file of the dataset will be generated for download giving visual and written feedback of the discovered violations.

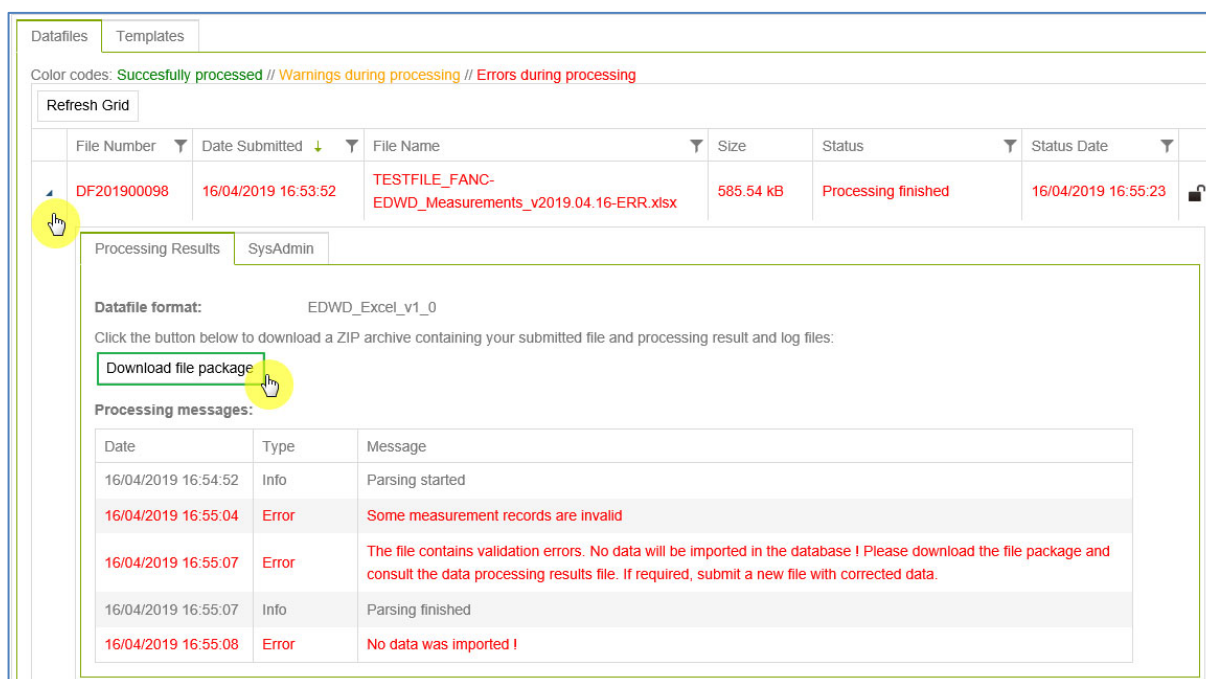


Figure 48: Processing result file package

When saved, extract the ZIP file and look for the « processing results » Excel file (e.g. DF201900099_ProcessingResults.xlsx). Each line highlighted in red did not pass the set of validation rules; the last column indicates the encoding error.

A	D	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	PDC Sample_ID	Begin Date	Begin Time	End Date	End Time	Less Than Value	Activity Value	Value Type	Measuring Unit	Uncertainty Value	Uncertainty Type	Uncertainty Unit	Laboratory	Supplier	Comment	
2	01BE2146699773-A07	2018/09/22	10:38	2018/09/22	10:38	< 5	A	BQ/L	J				IRE-ELIT	FANC	TESTFILE	
3	01BE2146699773-A07	2018/09/22	10:38	2018/09/22	10:38	0.1218	A	BQ/L	0.0248	G	BQ/L		IRE-ELIT	FANC	TESTFILE	
4	01BE2146699773-A07	2018/09/22	10:38	2018/09/21	10:38	12.9	A	MG/L	15	O	%		FANC-LAB	FANC	TESTFILE	End date smaller than begin date;
5	01BE2146699773-A07	2018/09/22	10:38	2018/09/22	10:38	0.3612	A	BQ/L	0.05418	G	BQ/L		FANC-LAB	FANC	TESTFILE	
6	01BE2146699773-A07	2018/09/22	10:38	2018/09/22	09:38	1.66	A	BQ/L	0.616	B	BQ/L		IRE-ELIT	FANC	TESTFILE	End date smaller than begin date;
7	01BE2146699773-A07	2018/09/22	10:38	2018/09/22	10:38	0.099	A	BQ/L	0.0299	B	BQ/L		IRE-ELIT	FANC	TESTFILE	
8	01BE2146699773-A07	2018/09/22	10:38	2018/09/22	10:38	0.483	A	BQ/L	0.0985	B	BQ/L		IRE-ELIT	FANC	TESTFILE	
16	01BE2146699773-A06	2018/09/14	13:11	2018/09/14	13:11	< 5	A	BQ/L	13:11				IRE-ELIT	FANC	TESTFILE	
17	01BE2146699773-A06	2018/09/14	13:11	2018/09/14	13:11	0.1248	A	BQ/L	0.0283	G	BQ/L		IRE-ELIT	FANC	TESTFILE	
18	01BE2146699773-A06	2018/09/14	13:11	2018/09/14	13:11	33.4	A	MG/L	15	O	%		FANC-LAB	FANC	TESTFILE	
19	01BE2146699773-A06	2018/09/14	13:11	2018/09/14	13:11	0.9352	A	BQ/L	0.14028	G	BQ/L		FANC-LAB	FANC	TESTFILE	
20	01BE2146699773-A06	2018/09/14	13:11	2018/09/14	13:11	0.552	A	BQ/L	J				IRE-ELIT	FANC	TESTFILE	Uncertainty Value must not be empty when LessThan is empty and Nuclide != TID;
21	01BE2146699773-A06	2018/09/14	13:11	2018/09/14	13:11	< 0.0447	A	BQ/L	J				IRE-ELIT	FANC	TESTFILE	
22	01BE2146699773-A06	2018/09/14	13:11	2018/09/14	13:11	1.06	A	BQ/L	0.214	B	BQ/L		IRE-ELIT	FANC	TESTFILE	
37	01BE2146699773-A05	2018/11/23	10:04	2018/11/23	10:04	0.028	A	BQ/L	0.00204	B	BQ/L		SKCCEN	FANC	TESTFILE	'Apparatus Type' must not be empty;
38	01BE2146699773-A05	2018/11/23	10:04	2018/11/23	10:04	< 2.96	A	BQ/L	J				SKCCEN	FANC	TESTFILE	
39	01BE2146699773-A05	2018/11/23	10:04	2018/11/23	10:04	2.45	A	BQ/L	0.576	B	BQ/L		SKCCEN	FANC	TESTFILE	
40	01BE2146699773-A05	2018/11/23	10:04	2018/11/23	10:04	< 0.026	A	BQ/L	J				SKCCEN	FANC	TESTFILE	
41	01BE2146699773-A05	2018/11/23	10:04	2018/11/23	10:04	< 0.0449	A	BQ/L	J				SKCCEN	FANC	TESTFILE	
42	01BE2146699773-A05	2018/11/23	10:04	2018/11/23	10:04	< 0.0479	A	BQ/L	J				SKCCEN	FANC	TESTFILE	
49	01BE2146699773-A09	2018/12/01	13:00	2018/12/01	13:00	< 9	A	BQ/L	J				SKCCEN	FANC	TESTFILE	
50	01BE2146699773-A09	2018/12/01	13:00	2018/12/01	13:00	5.38	A	MG/L	1.32	M	BQ/L		SKCCEN	FANC	TESTFILE	Uncertainty Unit invalid for Nuclide K;
51	01BE2146699773-A09	2018/12/01	13:00	2018/12/01	13:00	0.14573	A	BQ/L	0.036432	G	BQ/L		SKCCEN	FANC	TESTFILE	
52	01BE2146699773-A09	2018/12/01	13:00	2018/12/01	13:00	< 0.1	A	BQ/L	J				SKCCEN	FANC	TESTFILE	
64	01BE2146699773-A07	2019/01/14	09:15	2019/01/14	09:15	0.033	A	MSV/Y	B				IRE-ELIT	FANC	TESTFILE	
65	01BE2146699773-A07	2019/01/14	09:15	2019/01/14	09:15	0.021	A		0.01	B	BQ/L		IRE-ELIT	FANC	TESTFILE	'Measuring Unit' must not be empty;
66	01BE2146699773-A07	2019/01/14	09:15	2019/01/14	09:15	0.18	A	BQ/L	0.043	B	BQ/L		IRE-ELIT	FANC	TESTFILE	
67	01BE2146699773-A06	2019/01/14	11:30	2019/01/14	11:30	< 0.08	A	BQ/L	J				IRE-ELIT	FANC	TESTFILE	
68	01BE2146699773-A06	2019/01/14	11:30	2019/01/14	11:30	35.5	A	MG/L	15	O	%		FANC-LAB	FANC	TESTFILE	
69	01BE2146699773-A06	2019/01/14	11:30	2019/01/14	11:30	0.994	A	BQ/L	0.149	G	BQ/L		FANC-LAB	FANC	TESTFILE	
70	01BE2146699773-A06	2019/01/14	11:30	2019/01/14	11:30	< 0.0025	A	BQ/L	J				IRE-ELIT	FANC	TESTFILE	

Figure 49: Processing result file

Review and correct the highlighted red lines and upload the complete measurements data file again. If still not accepted, repeat this paragraph.

3.4.3.3. Measurement data Accepted

If the status is green, the data is transferred into the database and a new dataset can be uploaded.

When new data is imported into the DXP, the system will also automatically fill in or overwrite the columns « Locality Name », « NUTS Code », « Catchment », « Decimal Latitude », « Decimal Longitude » and « Accuracy Type » using the corresponding and relevant data as present in the approved auto control programme and completed by adding information such as an unique data file number, FANC measurement ID number, uploader and Date & Time to the data set¹⁵.

¹⁵ **ATTENTION** : if stakeholders (lab, supplier) wishes to keep also a copy of the measurements file locally, it is recommended to export and use the corresponding data file from DXP since this is file is completed with approved ACP data and DXP-tracking information.

Datafiles
Templates

Color codes: Successfully processed // Warnings during processing // Errors during processing

Refresh Grid

File Number	Date Submitted	File Name	Size	Status	Status Date
DF201900099	17/04/2019 10:57:17	TESTFILE_FANC-EDWD_Measurements_v2019.04.16-COR.xlsx	584.92 kB	Processing finished	17/04/2019 10:58:56

Processing Results
SysAdmin

Datafile format: EDWD_Excel_v1_0
Click the button below to download a ZIP archive containing your submitted file and processing result and log files:
Download file package
Click the button below to navigate to consult the imported data by this file:
Consult imported data
Processing messages:

Date	Type	Message
17/04/2019 10:58:14	Info	Parsing started
17/04/2019 10:58:31	Info	No issues detected during parsing.
17/04/2019 10:58:31	Info	Parsing finished
17/04/2019 10:58:31	Info	Importing started
17/04/2019 10:58:32	Info	No issues detected during import
17/04/2019 10:58:32	Info	Importing finished

Figure 50: Uploaded file detail

3.4.3.4. Delete measurement data

Measurement data cannot be modified or deleted on individual level. If data was uploaded successfully but appears later to be erroneous, all data files that are impacted by these errors must be deleted completely (e.g. DF201900098, DF201900099, ...). Open the data file info page, click on « SysAdmin » and « Delete imported data ». Repeat until all erroneous data sets are removed and upload the new (corrected) data sets (§3.4.3.1).

File Number	Date Submitted	File Name	Size	Status	Status Date
DF201900099	17/04/2019 10:57:17	TESTFILE_FANC-EDWD_Measurements_v2019.04.16-COR.xlsx	584.92 kB	Processing finished	17/04/2019 10:58:56

Processing Results
SysAdmin

Parsing StartDate: 17/04/2019 10:58:14
Parsing EndDate: 17/04/2019 10:58:31
Importing StartDate: 17/04/2019 10:58:31
Importing EndDate: 17/04/2019 10:58:32
Datafile format: EDWD_Excel_v1_0
Download file package
Reprocess this file
Delete imported data

Figure 51: Delete uploaded file

When a data set has been accepted, the system will "lock" this set after a few weeks. When locked, it can't be deleted. To unlock, contact the Agency (surveillance.dw@fanc.fgov.be).

3.4.4. Consult Measurements

Successful submitted data can be consulted, filtered and exported when using the « Consult Measurements » function. The feature is identical to the one in the « Supplier's Module ». For more detail on the use, see §3.3.6). Note that only data uploaded by yourself can be viewed or exported.

3.5. Questions and Support

For questions or support regarding the data-exchange platform tool or when having editing issues of your auto control programme , please contact surveillance.dw@fanc.fgov.be.

4. Terminology

- CSAM: Common Secure Access Management
- DXP: Data eXchange Platform
- eID: electronic Identity Card
- ItsMe: application that allows safe, easy and reliable confirmation of your identity and approve transactions
- NR: National Registry number
- Captcha: completely automated public Turingtest to tell computers and humans apart
- EDWD: Euratom Drinking Water Directive
- CBE: Crossroad Bank for Enterprises
- KBO: Kruispuntbank voor Ondernemingen
- BCE: Banque-Carrefour des Entreprises
- ACP: Auto Control Programme
- FANC: Federal Agency for Nuclear Control
- Supplier: Any corporation or legal entity that produces water that is used in the fabrication of food products or is distributed as drinking water
- PDC: Point of Compliance (point de conformité)
- NUTS code: Nomenclature of Territorial Units for Statistics (Nomenclature des Unités Territoriales Statistiques)
- WFR : Water/Food Ratio

5. Appendixes or forms to be used

Not applicable. |