

CMDP DATA REPORTING & COMPLIANCE GUIDE

Essential Best Practices for Preventing Sample Rejections & Ensuring Compliance

The Compliance Monitoring Data Portal (CMDP) is the primary gateway for drinking water systems and AZ certified laboratories to report critical water quality results to the Arizona Department of Environmental Quality (ADEQ). Accurate reporting is vital to demonstrate regulatory compliance, safeguard public health, and prevent unnecessary enforcement actions. Use this guide to prevent common data submission mistakes and ensure seamless, error-free uploads.

Top Nine Reasons for Sample Rejection

Code/Error	Common Rejection Reason	Compliance Best Practice & Prevention Strategy
1	Incorrect Facility ID	Double-check the state-issued Facility ID. It must match the correct entry point (e.g., EPDS###) or distribution system designation (e.g., DS001) exactly.
2	Incorrect PWS	Confirm the Public Water System (PWS) ID is accurate and matches the reporting system's profile.
3	Missing or Incorrect Dates	Ensure that sample collection dates and analysis dates are complete, logical, and match the laboratory reports precisely.
4	Missing Analysis	Verify that all required analytes for the specific sample have been successfully included in the upload.
5	Incorrect Method/Detection Limit	Always use the approved EPA analytical method code. Verify that the reporting detection limit (RDL) complies with the state's minimum standards.
6	Missing Repeat Location	When reporting coliform repeat samples, you <i>must</i> specify the repeat location: Original , Upstream , or Downstream .
7	Out-of-Sequence Repeats	Wait at least 15 minutes after certifying positive routine coliform samples before uploading any repeat samples.
8	Improper Compliance Upload	Never upload non-compliance samples or blanks as compliance results.
9	Incorrect Sample Type	Ensure correct classification: do not upload repeats as routines or routines as repeats.

Need Visual Guidance?

ADEQ has tutorial style videos that can be used for reference when preparing your CMDP uploads. These step-by-step videos cover various reporting scenarios. They can be found at azdeq.gov/CMDP under the "See More" tab. Reviewing these videos prior to submission can significantly reduce data entry errors.

STANDARD SAMPLE REPORTING TEMPLATES

Quick-Reference Configurations for Chain of Custody (COC) & CMDP Alignment

To ensure the submissions are processed successfully, reporting parameters must align exactly with state standards. Below is a guide for frequently submitted samples. Follow this guide unless the COC has conflicting information.

CMDP Configuration Matrix

Sample Category & Rule	Facility ID	Sampling Point	Sample Type	Analyte & Code	Key Guidelines
Chemical Samples (EPDS)	EPDS###	EPDS###	Routine (or <i>Confirmation</i>)	Varying Chemical Analytes	Use Confirmation if verifying an exceedance.
Disinfection Byproducts (DBP)	DS001	01-A, 02-A, 01-B, etc.	Routine	2950 (TTHM) 2456 (HAA5)	Sampling points must match the COC exactly.
Lead & Copper (LCR)	DS001	DS001	Routine	1030 (Lead) 1022 (Copper)	Samples collected in the Distribution System.
Absent Total Coliform (RTCR)	DS001	RTCRGEN	Routine	3100 (Coliform) 3014 (E. coli)	Standard absent routine bacteriological reporting.
Positive Total Coliform (RTCR - Positive)	DS001	RTCR###	Routine	3100 (Coliform) 3014 (E. coli)	Triggers 24-hour repeat sampling requirement.
Repeat Samples (RTCR - Repeats)	DS001	RTCR###, RTCR###UP, RTCR###DN	Repeat	3100 (Coliform) 3014 (E. coli)	Must specify location: Original, upstream, or downstream.
Groundwater Rule (GWR)	55-#####	RW001	Triggered	3100 (Coliform) 3014 (E. coli)	Source water sampling triggered by RTCR positive.