This document is divided into five separate parts (as shown below) and provides instruction for how to create a Sample Job in CMDP, items to consider when addressing validation errors within CMDP and highlights the most common reasons why samples are rejected from the State in CMDP.



Part 1: Create a Sample Job

Step 1: To create a new Sample Job, go to the **Drinking Water Sample Jobs** tab and select **Create New Job**.

Step 2: From the pop-up window, select the **Enter a group of samples** option.

Then, enter the sample name into the **Job Description** field. Then, click the **OK** button.

NOTE: Consider using a consistent naming convention for your organization which will promote data consistency and regularly track samples/results entered.

Step 3: To enter a new sample submission,

click on the Sample Result sub-tab and click the

Add drop down menu. Users have the option to select three different types of sample submissions including Microbial, Chem/Radionuclides and Cryptosporidium.

Step 4: After selecting the submission type (as appropriate), you are now ready to enter the sample/result information into CMDP.

As a reminder, use the Data Submission Guides provided to you to help ensure the data is

complete. *NOTE*: Confirm the appropriate analysis **Method** is reported and a **Sampling Location** is entered <u>prior</u> to uploading the data into CMDP as these are state required fields.

Step 5: After entering the appropriate information, be sure to click the **Save** button located in the upper left corner of the web entry form.

A blue bar with the wording of **Information saved successfully** will appear along the top of the web entry form if the federally required information is entered appropriately (screen shot below).

Compliance I	Monitoring Data Po	ortal				Hel (ORG: /	lo Rachel Wes A <i>K-ANALYTICA</i>	tbrook(Private Adm ALASKA - AN	Lab CMDP ninistrator) CHORAGE)	?	Logout
Home PWS Profiles	Laboratory Profiles	Drinking Water	Sample Jobs	Search Individ	ual Samples	System Admini	stration		,		
Job Maintenance View											
Search Jobs											
Job ID	Created By	Status	▼	From	To		File Name		Search	Reset	
Drinking Water Sam	nple Jobs										
🥏 Refresh 🜵 Crea	te New Job	riewer Send to C	ertifier Certif	y and Submit to S	tate 🛛 💥 Reject	Remove	Download	Samples			
Job ID 🔺 C	ample Description	File Name	Primacy Agency	Status	Preparer	Created On	Reviewer	Reviewed On	Certifier	Certified On	-
13436	Test TC Sample		AK	Draft with Preparer	Rachel Westbrook	09/07/2018					
			C	Create New Job	Options						
Please ente	er a value		<u>×</u>			Please select	one of the r	methods belo	w.		
Job Description								X	-		
	ОК	ancel		Upload File	e		E Si	nter a group amples	οτ		

Sample Result

Categor

Operational Data

Chem / Radionuclides Cryptosporidium

Refresh 🛛 Add 🔻 💥 Remove

Microbial

	1	,				
	Microbial					
า	Information saved succe	ssfully.				×
	🗐 Save 🔞 Save And .	Add Another 🛛 🙆 Close	* -	Required + - Conditionally	Required f - Federally Required	f - Federally Conditionally Required
	Set Default Values f	or Sample Information				^
	Water System Id* :	Water System Name	Facility *:	Sampling Point*:	Sampling Location	
	AK2240456	HOMER WATER SYSTE	DS001 - DS CITY OF HOMER \	SPDS001TCR	ISLAND VIEW	
	Sample ID*:		Collection Date *1 :	Collection Time f	Sample Received Date f	
	5007044811		08/20/2018	10:10	HH:MM 08/20/2018	
	Laboratory ID - Name*:	w. = . /	Sample Type *1:	Sample Volume(ML) ^f	Sample Collector Name	
	AK00961 - ANALYTICA	ALASKA - ANCHORAGE 🔻	Routine	100	СТ	

Fields denoted with an asterisk (*) located to the right of the field name are considered federally required. If one of these fields are <u>left blank</u> and missing data, CMDP will notify the user with a warning icon and will highlight the field(s) in blue (screen shot below). Then, the user will

need to fix the federal error.	Microbial				<u>–</u> 8 ×
	I Save 🚽 Save And Add Another 🔞 Close	* - Rr	equired + - Conditionally Requ	uired f - Federally Required	f - Federally Conditionally Required
Submission	Set Default Values for Sample Information				<u>^</u>
Entered	Water System Id*: Water System Name AK2240456 Image: Homer Water System	Facility *: DS001 - DS CITY OF HOMER \	Sampling Point * : SPDS001TCR	Sampling Location ISLAND VIEW]
Unsuccessfully	Sample ID [*] : <u>A</u>	collection Date *f :)8/20/2018	Collection Time ^f	Sample Received Date ^f HH:MM 08/20/2018	
	Laboratory ID - Name :	Sample Type * ^f :	Sample Volume(ML) ^f	Sample Collector Name	1

NOTE: If the **Sample Category** column (located on the Job Maintenance View tab) is blank, this also indicates that data was unsuccessfully uploaded.

In either case, the user will need to check the Validations tab to confirm the sample submission is free from all errors.

For guidance on reviewing the Validations tab, proceed to Part 2. Updated: 04/09/2019



Part 2: Review Validations Tab

Step 1: After the user has entered the appropriate sample/result into CMDP successfully, as part of the review process be sure to check for validation errors under the **Validations** tab. This is a very important step because addressing errors listed here will reduce the number of submission rejections issued by the State.

NOTE: The "No items to show" notification will be displayed under the XML Submittal Validation section when submitting information from a web entry form.

• If the "No items to show" notification is displayed in Section A, this indicates that <u>no validation errors</u> were identified within the entered web entry form (see screen shot below).

If no validation errors are listed under this tab, the user can submit the sample/results to the State. For guidance on how to submit this information to the state, proceed to Part 3 of this document.

Compliance Monitoring Data Portal	Hello Rachel Westbrook(Private Lab CMDP Administrator)	\bigcirc	🖸 Logout		
Home PWS Profiles Laboratory Profiles Drinking Water Sar	(ORG: AK-ANALYTICA ALASKA - ANCHORAGE)				
Job Maintenance View Job Summary View - 13437 💥					
Sample Result Operational Data Job History Validations	Attachments Composite Samples				
Federal Reporting Validation Results					^
Category	Sample Identifier	Validation Category	Error Description		
	No ite	ms to show.			
	Sect	ion A			
XML Submittal Validation Summary					
Category	Total	Without Errors	With Errors		
	No ite	ms to show.			
XML Submittal Validation Error Details					
Category	Validation Category	Sample Identifier	Error Description		
	No ite	ms to show.			~

• If one or more messages are displayed within Section A, this indicates that <u>validation errors were identified</u> within the web entry form (see screen shot below).

If any validation errors are listed under this tab, the user must make the appropriate corrections prior to submitting the sample/results to the State.

For guidance on how to address the information within Section A refer to page 3.

Compliance Monitoring Data Por	rtal		Hello Rachel Westbrook(Private Lab CMDP Administrator) (ORG: AK-ANALYTICA ALASKA - ANCHORAGE)
ome PWS Profiles Laboratory Profiles	Drinking Water Sample Jobs Search Individual Samples System Administra	tion	
b Maintenance View	3437 🕊		
ample Result Operational Data Link Hist	oru Valisations Aittachments Composite Samples		
	Validations Anachments composite samples		
	Sample Identifier	Validation Category	Error Description
alegory	iobld=13437_wsld=AK2240456_facilityName=DS_CITY_OF_HOMEF		Life Description
icrobial	WATER SYSTEM, sampleCategory=Microbial, collectionDate=08/20/2018, labSampleCd=5007044811	Federally Required or Conditionally Required	Missing Data for Fields [Collection Time]
	Sec	tion A	
	Set	LION A	
ML Submittal Validation Summary			
ML Submittal Validation Summary ategory	Total	Without Errors	With Errors
IL Submittal Validation Summary ategory	Total	Without Errors	With Errors
ML Submittal Validation Summary ategory	Total	Without Errors items to show.	With Errors
ML Submittal Validation Summary Category	Total	Without Errors items to show.	With Errors
ML Submittal Validation Summary	Total	Without Errors items to show.	With Errors
ML Submittal Validation Summary	Total	Without Errors items to show.	With Errors
ML Submittal Validation Summary ategory	Total	Without Errors items to show.	With Errors
ML Submittal Validation Summary	Total	Without Errors items to show.	With Errors
ML Submittal Validation Summary Category	Total	Without Errors items to show.	With Errors
ML Submittal Validation Summary Category	Total	Without Errors items to show.	With Errors
IML Submittal Validation Summary Category	Total	Without Errors items to show.	With Errors
IML Submittal Validation Summary Category	Total No	Without Errors items to show.	With Errors
ML Submittal Validation Summary	Total No	Without Errors Items to show.	With Errors
KML Submittal Validation Summary Category Image: Category Image: Category Image: Category Category	Total No No Validation Category	Without Errors items to show.	With Errors

Section A: Federal Reporting Validation Results Table

Step 2: This table contains results of validations checked against fields that are federally required/conditionally required to see if there is a value. If fields are left blank or information is entered incorrectly, they will be listed as errors in this table. *If the user double clicks on an individual row in this table, they will be brought to the specific sample submission*.

	Sample Result Operational Data Job History Validations Attachments Composite Samples									
	Federal Reporting Validation Results									
1	Category 2	Sample Identifier	3	Validation Category 4	Error Description					
	Microbial	jobld=13437, wsld=AZ0401234, facilityName=DS CITY OF HOMER WATER SYSTEM, sampleCategory=Microbial, collectionDate=08/20/2018, labSampleCd=5007044811		Federally Required or Conditionally Required	Missing Data for Fields [Collection Time]					

The information below provides a brief description of each column within **Federal Reporting Validation Results** table and how users can navigate through the information.

1 Category: This column lists the type of sample group as it relates to the specific sample with an error. The categories listed can include Microbial, Chem/Radionuclides or Cryptosporidium.

Sample Identifier: This column provides details on the sample that contains the Federal reporting error(s). The information merely identifies the sample, it does not describe the error. For instance, the screen shot above (highlighted text under column 2) identifies that an error occurred with the sample job 13437 and this sample job is from AZ0401234 with a facility name of DS CITY OF HOMER WATER SYSTEM. It is a Microbial sample with a collocation date of 08/20/2018, assigned a lab sample identification number of 500704481. Specifically, the type of information displayed within this section includes the following:

jobId: Job sample identification code assigned by CMDP	sampleCategory: Type of sample classification (i.e.,
wsld: Public Water System identification number	Microbial, Chem/Radionuclides, Cryptosporidium)
facilityName: Water system facility name entered in CMDP	<pre>collectionDate: Date sample collected (MM/DD/YY)</pre>
	labSampleCd: Lab sample identification number

- 3 <u>Validation Category</u>: This column identifies the severity level for the type of error identified (e.g., federally required/conditionally required).
- **<u>Error Description</u>**: This column describes the specific error that has occurred with the sample submission.

The table below highlights the various <u>CMDP error messages</u> as displayed within **Error Description** column along with an <u>explanation of the</u> <u>error</u>. This table also highlights the specific fields within the Excel template that could generate the error. **NOTE**: This is not an all-inclusive list of every error that can occur and only identifies the most common errors. If you run into an error message that is not listed in the table below, please contact the CMDP Transition Team and we will add it to the list.

CMDP Error Message	Explanation of Error	Fields for Labs to Review
Missing Data for Fields [sampleRecievedDt]	No data entered in Sample Received Date field.	Add data into Sample Received Date field.
Missing Data for Fields	No data entered in Sample Volume (ML) field.	Add data into Sample Volume (ML) field.
Missing Data for Fields [Collection Time]	No data entered in Collection Time field.	Add data into Collection Time field.
Missing Data for Fields [Missing Sample Result for E.coli Given Reported TC+ Sample Result]	<i>E.coli</i> sample result was not submitted with TC+ sample result.	Add <i>E.coli</i> sample result to sample submission.
Missing Data for Fields [Volume Assayed]	No data entered in Volume Assayed (ML) field.	Add data into Volume Assayed (ML) field.
Missing Data for Fields [Method]	No data entered in Method field.	Add data into Method field.
Missing Data for Fields [Analysis Start Date]	No data entered in Analysis Start Date field.	Add data into Analysis Start Date field.
Missing Data for Fields [analysis StartTime]	No data entered in Analysis Start Time field.	Add data into Analysis Start Time field.

Step 3: Once the user has reviewed the all validation errors listed within this section, make note of all errors, and then **<u>double click on the</u> <u>individual row within the Validations tab and edit the web entry form</u>. After the appropriate edits are made, be sure to review the Validations** tab again to confirm that no additional errors have occurred.

If no additional errors appear on the Validations tab, proceed to Part 3.

Search Individual Sam

Part 3: Submit Sample Job

Step 1: Once the user has confirmed that no errors exist from the Validations tab, the Sample Job can be submitted to the State. To submit a sample, go to the Job Maintenance View tab, enter the Job **ID** into the search bar and click on the **check box** to select the appropriate job.

Step 2: Click the Send to Reviewer button on the Drinking Water Sample Jobs menu.

A pop-up will ask you to select the

appropriate individual. After the user has selected the reviewer, click the **Submit** button.

Then, a confirmation window will pop-up stating the job was successfully submitted for review. Click OK.

An email will be sent to the assigned reviewer's ema (example screen shot to the right). The email is simple have do anything with the email or even exit out of C into CMDP in case there are multiple individuals in di

13437 **Drinking Water Sample Jobs** nd to Certifier 🛛 Certify and Submit to State 🛛 💥 Reject 🛛 💥 Remove ಿ Refresh 🛛 🖕 Create New Job Send to Reviewer Job ID Primacy Agency Status Sample Micro Test Draft with 13437 Microbia Send Data to Reviewe Select Individua 5 Are you sure y Rachel Westbrook Submit Marci Irwin Jeanine Vance Kathleen Spaulding

Compliance Monitoring Data Portal

Job Maintenance Vie

Search Jobs Job ID

PWS Profiles Laboratory Profiles Drinking Water Sample Jobs



🖳 Reply 🖳 Reply All 🖳 Forward Fri 9/7/2018 1:59 PM

Westbrook, Rachel E (DEC)

cmdp@epa.go Notification Email

Search

Reset

📴 Logou

er's email indicating that a job is ready for review I is simply an instant notification. The user does not t out of CMDP. This convince feature was integrated uals in different roles within a single organization.	Dear CMDP User Job: 13437 has been created and is now ready for review Please log in to the CMDP to view more details.				
	You are receiving this message because you are listed as a reviewer in the CMDP.				
	THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY.				
Compliance Monitoring Data Portal	Hello Rachel Westbrook(Private Lab CMDP Administrator) (ORG: AK-ANALYTICA ALASKA - ANCHORAGE)				
Home VPWS Profiles Laboratory Profiles Drinking Water Sample Jobs Search Individual Samples System Adminis	stration				
Job Maintenance View					
Search Jobs					
Job ID Created By Status From To 13437	File Name Search Reset				
Drinking Water Sample Jobs					
🨂 Refresh 🜵 Create New Job 🛛 Send to Reviewe Send to Certifier Certify and Submit to State 💥 Reject 💥 Remove	Download Samples				
Job ID · Sample Category Description File Name Primacy Agency Status Preparer	Created On Reviewer Reviewed On Certifier Certified On				
▼ 13437 Microbial Micro Test AK Draft with Rachel Westb	prook 09/07/2018 Rachel Westbrook				

Step 3: Then, the Sample Job should be sent to the certifier by clicking the Send to Certifier button.

Again, a pop-up will ask the user to select the appropriate certifier.

Then, a confirmation window will pop-up stating the job was successfully submitted to the certifier.

13437

Complia Home **PWS** F

An email will be sent to the assigned certifier's email indicating that a job is ready for the final evaluation.

Step 4: When the certifier or Lab System Administrator is prepared to submit the Sample Job, click the Certify and Submit to State button.

	Compli	ance Monito	oring Da	ita Portal						Hello Rach (ORG: <i>AK-ANA</i>	el Westbrook(Pr <i>LYTICA ALASKA</i>	ivate Lab CMDP Administrator) - ANCHORAGE)	?	Logout
Home	PWS	Profiles Lab	oratory Pr	ofiles Dri	nking Water Samp	e Jobs Search	Individual Samples 🔨	System Admin	stration					
Job N	laintenan	ce View												
Sear	ch Jobs													
Job IE	7	Crea	ated By		Status	From	To		File Name	Search	Reset]		
Drink	king Wat	er Sample Jo	bs											
2 F	Refresh 🛛	💠 Create New	Job Send	to Reviewer	Send to Certifie	Certify and Subn	nit to State 🔀 Reject	样 Remove	Download Sample	es				
	Job ID	🔺 Sampl	e Category	Description	File Name	Agonov	▼ Status	Preparer	Created On	Reviewer	Reviewed On	Certifier	Certified C	Dn 🔺
•	13437	Microb	al	Micro Test		AK	Draft with Certif	er Rachel Wes	tbrook 09/07/2018	Rachel Westbrook	09/07/2018	Rachel Westbrook	¢	

Then, enter your **user name** and **password**.

The user will be asked a security question (highlight in screen shot to the right) and must click the **check** by red arrow in screen shot to the right) to certify the provided was true and accurate.

To move forward, click the **Submit** button.

A final confirmation window will pop-up. Then, click the **OK** button to complete the submission process.

The user will be able to see exactly when the data was submitted to the State and who the preparer, reviewer and certifier were and when the certification steps were completed as displayed in the job details row. This row will update automatically once the user clicks **OK** on the pop-up window.

	Question				
	Job ld: 13437				
	Submission Context: Download S	Sample			
ighlighted by red box	Attachments				
e check hox (indicated	File Name	Description	Date Added	Added By	
			No items to show.		
ertify the information					
	Question: What is the first and	middle name of your oldest sibling	?		
N					
	I certify, under penalty of law th	at the information provided in this docur	nent is, to the best of my knowledge a	and belief, true, accurate, and complete.	
	I am aware that there are significan	t penalties for submitting false information	on, including the possibility of fines an	d imprisonment for knowing violations.	
,	Submit				
			Hello Rache	el Westbrook(Private Lab CMDP	
Compliance Monitoring Data Portal			(ORG: AK-ANAL	YTICA ALASKA - ANCHORAGE)	Logou
ome PWS Profiles Laboratory Profiles Drink	king Water Sample Jobs Search Ind	lividual Samples 💙 System Administrati	on		
ob Maintenance View					
earch Jobs					
ob ID Created By S	Status From	To	File Name Search	Reset	
rinking Water Sample John					
Refresh Create New Job Send to Reviewer	Send to Certifier Certify and Submit	to State 🛛 💥 Reject 💥 Remove 🗔	Download Samples		
Job ID A Sample Category Description	File Name Pri		Reviewer	Reviewed On Certifier Certifie	d On 🔺
✓ 13437 Microbial Micro Test	AK	ed to State	Rachel Westbrook	09/07/2018 Rachel Westbrook	
- Sample		Joh successfully submitted to State			
	4	Job successiony submitted to state			
		ок			
					Д

Part 4: Validation Errors from the State

After the Sample Job is submitted to the State there is still a possibility the sample may be rejected during the state validation process (meaning the errors will not necessarily be listed on the Validations tab in CMDP). The following steps outline how to deal with rejected sample submissions.

Step 1: If a data error was identified in a sample submission AFTER it was accepted by the State, the State will notify laboratory staff via email explaining the sample has been rejected along with the reason for the rejection.

In order to understand the type of error that occurred, refer to the table below. This table highlights the *rejection message* as displayed on the email along with an *explanation of the rejection*, and the specific fields within the web entry form that could generate the error. **NOTE**: The (xxxx) denoted in the **Rejection Message** column acts as a placeholder indicating unique information related to the sample submission will be displayed here (e.g., analyte code, method code).

Rejection Message	Explanation of Rejection	Fields for Labs to Review
Invalid data: Lab sample ID is too long. Maximum allowed length: 20 characters	Sample ID field exceeds the maximum allowed 20 character limit.	Enter Sample ID that is within 20 character limit.
Lab is not certified for this method (xxxx) and analyte (xxxx) for the given analysis date	Method field contains method code that Analyzing Lab is not certified for.	Confirm Method field contains method code that Analyzing Lab is certified for.
Sample age for Sample Result (xxxx) is beyond the allowed limit	Sample result exceeds hold time. Analysis Start Date value entered is more than 30 hrs. from Collection Date.	Confirm Analysis Start Date value and Collection Date value are correct.
Required field: Sample collection date is missing	Collection Date field is blank.	Add data to Collection Date field.
Required field: Sample collection time is missing	Collection Time field is blank.	Add data to Collection Time.
Required field: Lab receipt date is missing	Lab Sample Received Date field is blank.	Add data to Sample Received Date field.
Required field: Sample collection location is missing	Sampling Location field is blank	Add data to Sampling Location field.
Required field for Sample Result (xxxx) Analysis start date is missing	Analysis Start Date field is blank.	Add data to Analysis Start Date field.
Required field for Sample Result (xxxx) Analysis start time is missing	Analysis Start Time field is blank.	Add data to Analysis Start Time field.
REJECT: Inconsistent result data: Review rules for populating	(e.g. A/P field listed as Present but Count field	If contaminant is <i>Present</i> in sample, Count field may
Presence Indicator (ResultMeasurementQualifier), Count	does not have value.)	need data (determined by method used).
(ResultMeasurementValue), and/or Interference. (SAMPLE RESULT)	NOTE: Only required for Microbial Samples.	
REJECT: Inconsistent result data: Presence Indicator is "A"	(e.g. A/P field listed as Absent but Count field has	If contaminant is Absent in sample, Count field should
(absent) and Count Value is not "0". (SAMPLE RESULT)	value.) NOTE: Only required for Microbial Samples.	not have data entered.
REJECT: Laboratory Received Date supplied was prior to	The sample has to be collected before it is received	Confirm the Sample Received Date is before in time of
Sample Collection Date. (SAMPLE)	by the laboratory.	the Collection Date .
REJECT: Sample Result failed duplicate by data check. A	A sample result with the same information in the	Review previous sample result(s) submitted and if
sample result for the same analyte is already present for	Analyte (as it relates to the sample) has already	indeed information is correct, confirm the Sample ID
this sample (SAMPLE RESULT)	been submitted to the State.	field is different compared to the previous sample
		submitted. Contact the <u>CMDP Helpdesk</u> if issue persists.

Step 2: Once the user understands the issue, you will need to submit a lab report to the state with the correct or revised information.

NOTE: CMDP will not allow for the same Sample ID number to be used twice. This is why we ask for a revised lab report for submissions submitted with errors.



Step 1: After Heather creates a new web entry form, containing sample data, into CMDP she confirms that all sample submittals are listed on the **Sample Results** sub-tab (refer to <u>page 1</u> for the screenshot of a **Submission Entered Successfully** example).

Then, Heather reviews the Validations tab. During her review, she notices one validation error listed under the Federal Reporting Validations Results table. The <u>CMDP error message</u> (highlighted text noted in the Error Description column) indicates the Sample Volume (ML) field is either blank or the information is entered incorrectly. Before clicking on this row for additional information, Heather reviews the rest of the Validations tab to confirm no additional errors are listed under the Federal Reporting Validations Results table.

Compliance Monitoring Data Portal		Hello (ORG: <i>AK</i>	Rachel Westbrook(Private Lab CMDP Administrator) -ANALYTICA ALASKA - ANCHORAGE)	?	🛛 Logout				
Home PWS Profiles Laboratory Profiles Drinki	ng Water Sample Jobs Search Individual Samples	System Administration							
Job Maintenance View Job Summary View - 13587 💥									
Sample Result Operational Data Job History	/alidationsttachments Composite Samples								
Federal Reporting Validation Results					^				
Category	Sample Identifier	Validation Category	Error Description						
Microbial	jobId=13587, wsId=AK2240456, facilityName=DS CITY OF HOMER WATER SYSTEM, sampleCategory=Microbial, collectionDate=09/01/2018, labSampleCd=118447005-01	Federally Required or Conditionally Required	Missing Data for Fields [sampleVolume]						
XML Submittal Validation Summary Category	Total No iter	Without Errors	With Errors						

After confirming that only one validation error occurred, Heather double clicks on the error message located under the **Error Description** column and is brought to the specific sample submission. From this web view, she can see that she accidently left the **Sample Volume (ML)** field blank (highlighted field in screen shot below). Now, with an understanding of the error Heather knows exactly what should be corrected within the web entry form.

Microbial						
🧐 Save 🧐 Save And Add Another 🛛 😢 Close			* - Required	+ - Conditionally Required	f - Federally Required	f - Federally Conditionally Required
Set Default Values for Sample Information						
Water System Id Water System Name AK2240456 HOMER WATER SYSTE	Facility : DS001 - DS CITY OF HOMER V	Sampling Point [*] :	Samp	ling Location		
Sample ID [*] : 118447005-01	Collection Date * ^f : 09/01/2018	Collection Time ^f	HH:M	Sample Received Date ^f 09/01/2018		
Laboratory ID - Name [*] : AK00961 - ANALYTICA ALASKA - ANCHORAGE 💙	Sample Type ^{*f} : Routine	Sample Volume(ML) ^f	Samp C Sm	le Collector Name ith		
Comment						
~						
Set Default Values for Sample Results Table						
Microbial Analytes Results						
a Refresh 🜵 Add 样 Remove						

	Analyte ^{*f}	A/P * ^f	Count	Units	Volume(ML)	Interference	Volume Assayed(ML) f	Method ^f	Analysis Start Date ^f	Analysis Start Time ^f	Analysis Completed Date	Analysis Completed Time	Analyzing Lab ID	Source Type	Comments
	3100 - Coliform (TCR)	Absent					100	9223B-PA - COLILERT - PRESENCE/AB	09/01/2018	13:13			AK00976 - ADMIRALTY ENVIRONMEN LLC		

<u>Step 2:</u> Now, Heather can *edit the web entry form of the sample submission that had the error* by adding the appropriate data into the **Collection Time** field (highlighted field in screen shot below). Once the form is updated appropriately, she selects the **Save** button and receives the **Information saved successfully** notification.

Microbial						- 8
Information saved successfully.						
🧃 Save 🗃 Save And Add Another 🔞 Close			* - Required	+ - Conditionally Required	f - Federally Required	f - Federally Conditionally Require
Set Default Values for Sample Information						
Water System Id Water System Name AK2240456 HOMER WATER SYSTEM	Facility : DS001 - DS CITY OF HOMER V	Sampling Point [*] :	Sampli	ing Location		
Sample ID [*] :	Collection Date *f :	Collection Time ^f		Sample Received Date ^f		
118447005-01	09/01/2018	109:50	HH:M	M 09/01/2018		
Laboratory ID - Name [*] : AK00961 - ANALYTICA ALASKA - ANCHORAGE	Sample Type * ^f : Routine	Sample Volume(ML) ^f	Sample C Smi	e Collector Name th		



EXAMPLE CONTINUED: The scenario below outlines how Ms. Heather Olson, who is enrolled as a CMDP Lab System Administrator working for LabTech, *identifies/corrects a federal reporting error* with an initial sample submission and how she *addresses a second error* identified by the State.

Step 3: Once she reviews the Validations tab again to confirm no validation errors exist (screenshot below), she submits the sample/results to the State by following the process outlined in Part 3.

Compliance Monitoring Data I	Portal		Administrator) (ORG: <i>AK-ANALYTICA ALASKA - ANCHORAGE</i>)	🕐 🛛 Logou
Home PWS Profiles Laboratory Profile	Drinking Water Sample Jobs Search Ind	lividual Samples System Administration		
Job Maintenance View Job Summary View	v - 13587 💥			
Sample Result Operational Data Job H	listory Validations Attachments Comp	osite Samples		
Federal Reporting Validation Results				^
Category	Sample Identifier	Validation Category	Error Description	
		No items to show.		
XML Submittal Validation Summary				
Category	Total	Without Errors	With Errors	
		No items to show.		
				~

<u>Step 4:</u> After the Sample Job is submitted to the State, the next day Heather receives an email indicating that the submission was rejected because it did not have a **Sampling Location** listed (highlighted field in screen shot below). **REMEMBER! The Sample Location and Method** fields are state required and errors within these fields will not be identified within the Validations tab.

REJECTED: Submission with <u>missing</u> Sampling Location

Microbial						_ _
😼 Save 😼 Save And Add Another 🔇 Close			* - Required	+ - Conditionally Required	f - Federally Required	f - Federally Conditionally Require
Set Default Values for Sample Information						
Water System Id [*] : Water System Name	Facility :	Sampling Point * :	Sampl	ng Location		
AK2240456 HOMER WATER SYST	DS001 - DS CITY OF HOMER V	SPDS001TCR	▼			
Sample ID * :	Collection Date ^{*f} :	Collection Time ^f		Sample Received Date ^f		
118447005-01	09/01/2018	09:50	HH:M	M 09/01/2018		
Laboratory ID - Name [*] :	Sample Type ^{*f} :	Sample Volume(ML) ^f	Sample	e Collector Name		
AK00961 - ANALYTICA ALASKA - ANCHORAGE	Routine	100	C Smi	th		

To correct this error, she submits a lab report/revised lab report showing the correct sampling location for this sample to the State.

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